

**PUBLIC RECORD REQUEST**

TO: The Town Clerk of the Town of Somerville, Alabama.

The undersigned wishes to examine the following public records of the Town of Somerville.

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The purpose of this examination is: \_\_\_\_\_

I recognize that the city must provide security of public records and must make available an employee of the city during the examination of such records. I understand there is a charge for requested copies, as set forth in the schedule below. I agree to pay the fee for the copies as this policy sets out. A reasonable search fee may be charged for search time in retrieving the requested documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date copies received/records examined

**RESPONSE TO PUBLIC RECORD REQUEST**

You may come to our office at \_\_\_\_\_ o'clock a.m. / p.m. on \_\_\_\_\_ to review the request documents.

Town Clerk \_\_\_\_\_ Date: \_\_\_\_\_

**RECORD OF PUBLIC RECORDS COPIED AND RELEASED**

Number of copies received \_\_\_\_\_ Cost \_\_\_\_\_ Receipt # \_\_\_\_\_

Description of copies received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remit to: The Town of Somerville  
Attn: Town Clerk  
P.O. Box 153  
24 Courthouse Square  
Somerville, AL 35670  
256-778-8282

Copies provided by \_\_\_\_\_

\_\_\_\_\_  
Title