

PUBLIC RECORD REQUEST

TO: The City Clerk of the City of Margaret, Alabama.

The undersigned wishes to examine the following public records of the City of Margaret.

Request Details

The purpose of this examination is: The purpose of this examination is to ensure transparency and accountability in the financial management of the City of Margaret, in accordance with the Alabama Open Records Act (Ala. Code § 36-12-40) and Act 2024-278.

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 requested documents.

City Clerk _____ Date: _____

RECORD OF PUBLIC RECORDS COPIED AND RELEASED

Number of copies received _____ Cost _____ Receipt# _____

Description of copies received: _____

Remit to: The City of Margaret
Attn: City Clerk
PO BOX 309
Margaret, Al 35112
Telephone: 205-629-5742

Copies provided by _____

Title