

PUBLIC RECORDS REQUEST FORM

Please complete all information in the fields below.

Completed forms may be submitted by mail to City of Riverside Attn: City Clerk - Records Request, 379 Depot Street, Riverside, AL 35135; in-person to Riverside City Hall; or emailed to info@riverside-al.com.

Notice:

To comply with § 36-12-40, it is the policy of the City of Riverside to provide copies of public documents upon request in an expedient manner, unless the record is exempt from public disclosure. Public records are available for public inspection and copying on a reasonable basis, subject to the policies established herein. Such requests, particularly those involving a large volume of information, will be handled on a time available basis. Any person wishing to review or receive copies of public records must complete this Request for Public Records form. The person seeking to review or receive copies of public records must show that he or she has a direct, legitimate interest in the documents sought. The City is entitled to require verifiable information as to the identity of the person requesting the records, as well as that of the person receiving such information. Separate charges will apply for requests of records that are copied, mailed, e-mailed or faxed. There may also be a search fee charged for public records not readily available.

Name of Requesting Individual _____

Name of Requesting Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Document(s):

Description of record(s) requested: Please be as specific as possible, using names, record title, function of record, record date, and any other information that you feel will expedite your request. The City may find it necessary to redact sensitive information from the completed records request returned to you.

Reason/Proposed Use of Records: The Alabama Open Records Act and related case law allows state agencies to require a reason to be provided to show a direct, legitimate interest in the specific document(s) requested. Statements should be specific (e.g. "Case records for employment background check"), and should not be general (e.g. "I am a taxpayer" or "It's a public record").

The requestor(s) will be notified upon completion of the request.

By signing below, you indicate that you have read and agree with the above notice.

Signature

Date