



# City of Andalusia

## Open Records Request

This form must be completed in its entirety prior to the processing of any records request. Please return to third floor, Andalusia City Hall, or email [john.thompson@cityofandalusia.com](mailto:john.thompson@cityofandalusia.com).

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Full name

Phone number

Email address

Street address

City

State

Zip

Please list any news/media organizations you represent or on whose behalf you are submitting this request:

Please specify a date or date range for the requested records:

Please provide as detailed a description as possible for the records or types of records being requested. (Be as specific as possible. A public officer is not required to respond to a request that seeks records that do not exist or materials that are not public records. Additionally, extensive requests may increase the fees to recover the administrative cost of searching for and copying the requested records.)

To better help us fulfill your request, please provide a statement explaining the purpose of this request:

All records will be provided in electronic (digital) form when possible. If printed documents are required, please specify what type of documents are requested:

**PLEASE NOTE:**

1. The requestor(s) will be notified of the estimated number of pages and the estimated cost of production. Upon the City of Andalusia's receipt of the required payment, the City will provide any documents requested, if not exempted from public disclosure under applicable laws, within the time frame established by Alabama law.
2. The requestor(s) will be charged an administrative fee of at least \$10 per request, to cover the cost of research, preparation and the electronic production of the requested materials. Additional fees may be charged for extensive requests.\*

\*If printed documents are required, the cost will be \$1 per page in addition to the administrative fee(s).

By submitting this request, you certify that you are an Alabama resident with standing to make a request for public records.