



**Request for Public Records
The City of Oneonta, Alabama
202 Third Avenue East
Oneonta, AL 35121
(205) 274-2150**

Pursuant to the Code of Alabama 1975, *Section 36-12-40*, "Every citizen has a right to inspect and take a copy of any public writing of this state, except as otherwise expressly provided by statute." The statement of general public records policy is incorporated herein and attached hereto. Please read carefully before submitting your records requests or making inquiries.

Name: _____ Date: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____ Email: _____

Purpose of Request:

This form may be submitted to the City Clerk's office in person, by email (acole@cityofoneonta.us), or postage service. If additional information is required, a records representative will contact you after receipt to secure additional information. Do not remit payment until you have been advised of the fee amount. Allow for a sufficient and reasonable time frame for records to be made available for inspection and/or copying. The time will include making available staff that may be limited due to performance of critical day-to-day work assignments. In some cases, approved identification may be required when requesting records to determine legitimate inspection privileges and to safeguard privacy rights of the citizens.

Description of records requested: (Please be specific as possible, using names, record title, function of record, record date and any other information that you feel will expedite your request. Only one item requested per records request form. If needed, use additional pages for description. It may be necessary to redact confidential information from the completed records request that is returned to you.)

Public Records Policy
(R- 321-01)

Statement of Policy: The City of Oneonta recognizes and supports the public's right to inspect and make copies of public records in accordance with law. Public records are available for public inspection and copying on a reasonable basis, subject to this policy. All responses to requests concerning public records will be made in such a way that will not interfere with the normal operation of the city or the job duties of the employee.

Confidential Records: Municipal records fall into different categories, most of which are available to the public. Some records or portions of records are determined to be confidential and not subject to public disclosure, including, but not limited to, the following:

1. Any specific exception to the open records act found in the Alabama Code
2. All confidential written materials submitted to or from any officer or employee and an attorney for the City
3. Plans, evaluations, or studies relating to safety and security of municipal employees and facilities
4. Certain personnel records relating to city employees, including W2 forms. (Employees have the right to be notified of requests to access information contained in their personnel file)
5. Medical records and other personal health information pertaining to employees, unless authorized by the employee
6. Test materials given to applicants for employment or promotion with the city, including the results of any such test
7. Certain personal identifying information, such as home address, telephone number, closest living relative information, social security number, taxpayer identification number, etc.
8. Information regarding gross receipts or tax payments of licensed businesses
9. Internal audit work papers and internal audit reports, including system security information
10. All court documents pertaining to the execution of warrants
11. Any information concerning pending court cases
12. Any information submitted to or received from the NCIC/ACJIC/LETS databases
13. Emergency medical report prepared by the fire department, unless authorized by the victims or pursuant to court process
14. Records pertaining to ongoing fire investigations
15. Fire inspection reports (may be given to owner or occupant of the premises), unless authorized by the property owner
16. Records pertaining to confidential investigations and internal affairs investigations
17. Confidential informant files

18. Crime scene information including, photographs, videos, physical evidence, and such other similar materials

If there is uncertainty as to the confidential status of a record, the matter shall be referred to the city attorney for guidance and advice.

Submission of requests: All persons requesting to view or obtain copies of public records shall be referred to the City Clerk's office at Oneonta City Hall, in which an application form must be completed before requests are completed. Each request will be given a two (2) weeks allowance of time limitation. (acole@cityofoneonta.us)

Request to view or obtain copies of records that are not specific in nature and/or require compilation of data: Response to requests of this nature may require additional time, since research may be necessary to locate the records, review their status, or determine the complexity of the request. Charges for time may be necessary for records that are bound, require removal of staples, etc., or require editing to maintain the confidential status of portions of the material. The feasibility of providing access to records that are not of a standard size or format or are voluminous in nature must be determined.

Calculation of costs and payments: No charges will be assessed for research that is necessary to evaluate and determine feasibility of the request. Applicant must pay fifty (50) cents per page with the max allowance of fifty (50) pages for the request. Applicant will be required to pay the amount before information is given to the applicant.

Important- By signing below you are stating that you acknowledge and agree to all the terms and conditions herein:

Signature of Applicant: _____ Date: _____