

The City of Northport, Alabama  
Request for Access to Public Records

Pursuant to Section 2-42 of the Northport Municipal Code

I request to review the following public records of the City of Northport:

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Valid reasons for reviewing public records must be provided so that City officials can analyze the efforts needed to maintain certain public records. This information will also help City officials determine how the City can better serve its citizens. Valid reasons for reviewing the City's public records must also be provided to ensure that these records are safeguarded and to ensure that public employee time is not wasted. The reason(s) that I desire to review these records is/are:

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Agreement

This request to review the aforementioned public records of the City of Northport is made by:

Name of person(s) requesting: \_\_\_\_\_

Company: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Alternate Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of this request: \_\_\_\_\_

*You may be asked to verify your identity through the presentation of a government issued identification document at the time of the request.*

Public records are available for inspection or copying pursuant to Section 2-42 of the Northport Municipal Code.

**COSTS: The first hour of city staff time responding to a request is free for any individual resident of Tuscaloosa County; there shall be a charge for any employee time after the first free hour, if applicable, at the employee's hourly cost to the City.** Request cannot be split to avoid charges. Time will be charged for researching and locating the requested documents. This charge shall also include the time of an employee being present while the document or documents are being inspected by the requesting party to ensure that all documents and records are properly preserved. In the event the person requests copies of public documents, **there will be no copying charge for the first ten (10) pages for any Tuscaloosa County resident and a twenty-five cents (\$.25) charge for each page thereafter for eight and one-half (8 1/2) x eleven (11) inches. Actual cost will be charged for other sized documents.**

The one hour of free staff time and 10 free copies shall be available to the same individual making multiple requests one time each calendar year.

The City may waive these costs if the request is not voluminous or time consuming and is made by a bonafide member of the press.

I agree that I shall not cause harm or damage to any public record. I agree that these records will not be removed from the city's premises at any time. **I hereby agree that I am personally liable for any improper use or distribution of the records or information requested by me, or by anyone that obtains these records or information directly or indirectly from me, and improperly uses or distributes these records or information. Payment or deposit may be required in advance.**

**I hereby RELEASE the City of Northport and its employees from any liability if a requested document is inadvertently not produced by the City. While the information produced is believed to be accurate, the City and its employees assume no liability for errors and omissions. All information was obtained from public records, which may be inspected by the applicant during regular business hours to ensure that all requested public documents were in fact produced.**

\_\_\_\_\_  
Signature of Person Making This Request

\_\_\_\_\_  
Date

PLEASE LIST A DESCRIPTION OF THE DOCUMENT(S) AND PAGE(S) TO BE COPIED

A reasonable fee will be charged for researching request and for copies. Payment or deposit may be required in advance.

**The Space Below is For City of Northport Official Use Only**

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Request Denied – Reason(s) Denied: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized City of Northport Public Official

\_\_\_\_\_  
Date