

TOWN OF BERLIN, ALABAMA
REQUEST FOR INFORMATION OR ACCESS TO
PUBLIC RECORDS

TO: The Town Clerk of the Town of Berlin, Alabama.

DATE: _____

The undersigned wishes to examine the following public records of the Town of Berlin.

Name Printed

Signature

I hereby request to () review () obtain a copy of the following public records or information:

The purpose of this examination is:

Information to be () picked up () mailed (**additional cost may be assessed**)

I recognize that the town must provide security of public records and must make available an employee of the town 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. I understand documents received are not for public circulation and are being obtained for my personal informational use only.

Name Printed

Signature

Address

City

State

Zip

Phone Number

Date copies received, or records examined

RESPONSE TO PUBLIC RECORD REQUEST

Request Approved

Request Denied

Reason Denied: _____

Town Clerk: _____ Date: _____

RECORD OF PUBLIC RECORDS COPIED AND RELEASED

Number of copies received _____ Cost _____ Receipt # _____

Description of copies received:

Remit to: The Town of Berlin
Attn: Town Clerk
461 County Road 1615
Cullman, AL 35058
Telephone: (256) 736-3138
Email: clerk@berlinal.gov

Copies provided by: _____

Title

All fees must be paid in advance.

The following rate schedule shall apply: (As approved by council 05/16/2022)

- A fee of \$1.00 per page if transmitted by electronic means.
- A fee of \$1.00 per page for black and white copies.
- A fee of \$2.00 per page for color copies.
- For documents, audio and video recordings, etc. provided on electronic media (CD, DVD, Flash Drive, etc.), the cost shall be \$15 per media unit.
- Public Records Requests entailing research shall assess a \$30 per hour fee or a \$7.50 per quarter hour incremental fee. All fees must be paid in advance.
- An additional fee of \$.50 per page will apply if the applicant requests the records be mailed or faxed.
- Cost for requests that require minimal time and resources may be waived by the Town Clerk.