

FRED SMALL
MAYOR

DAVID L. COHEN
CITY CLERK, MMC

KIMBERLY M. BRILEY
FINANCE DIRECTOR/TREASURER

ADRIENNE D. JONES
COMMUNITY DEVELOPMENT DIRECTOR



The Jubilee City

CITY COUNCIL
BAILEY YELDING, JR.
DISTRICT 1
CATHY BARNETTE
DISTRICT 2
JOHN L. LAKE
DISTRICT 3
GREG BURNAM
DISTRICT 4
RON SCOTT
DISTRICT 5
DEREK BOULWARE
DISTRICT 6
AUGUST A. PALUMBO
DISTRICT 7

06/16/09

To: All City of Daphne Departments, Boards, Commissions,
Committees and the General Public

Re: Community Development Policy Enactment

Subject: Access to Public Records, Map Requests, Research Requests
and Requests similar Thereto

Inter-departmental and Public Info:

Any requests (by telephone, e-mail, mail, fax, one-to-one conversation, etc.) made for information and/or access to (maps, files, documents, archives, etc.) contained in the records/archives of the Department of Community Development shall be made by completing the attached form. Reproduction fees shall apply.

The following are exceptions to this policy:

- (a) No formal request is necessary for information routinely disseminated during the current monthly Planning Commission Review Cycle or Variance Review Cycle, such as agendas and/or reports for the month in question.
- (b) All requests for copies of official minutes/documents for use in potential legal proceedings shall continue to be processed through the City Clerk's Office.

If you have questions in this regard, feel free to contact me at 621-3184.

Sincerely,



Adrienne D. Jones, Director of Community Development

cc: Mayor Small

**CITY OF DAPHNE, ALABAMA
 COMMUNITY DEVELOPMENT OFFICE
 GENERAL PUBLIC & INTERDEPARTMENTAL
REQUEST FOR PUBLIC RECORDS**

Date: _____ & Time: _____

Name of Person(s) Submitting Request: _____ Department: _____

Company Name: _____
 (Attorney's & Affiliates contact City Clerk's Office to request official minutes/documents for use in potential legal proceedings.)

Mailing Address: _____

Home Phone # _____ Business Phone # _____ Fax # _____

Reason for Request:

Records Requested: _____

I, the undersigned, do hereby request copies of the above records of the City of Daphne and certify by my signature below that I have read, understand and agree with the terms and conditions of the document attached titled Terms and Conditions for Handling Public Information Requests.

 Signature

FOR OFFICIAL USE ONLY		
DATE COMPLETED:	TIME RECEIVED:	BY WHOM:
APPROVED BY:		
NOTIFICATION:		

**CITY OF DAPHNE, ALABAMA
COMMUNITY DEVELOPMENT OFFICE**

TERMS AND CONDITIONS FOR HANDLING PUBLIC INFORMATION REQUESTS

It is the policy of the City of Daphne, Alabama to provide copies of public documents upon request in an expedient manner. Such requests, particularly those involving a large volume of information, must be handled on a time available basis such as not to compromise the city's day-to-day operations. The City is entitled to recover its costs of providing requested information, and it is obliged to institute such procedures as are necessary to protect the public records and insure their continued integrity. Thus, the following shall apply to all public information requests:

- 1) If an individual only wishes to review records, then the following will apply:
 - a.) The Director of Community Development shall estimate when (day, date and time) the records can be retrieved for viewing.
 - b.) The individual requesting records shall be allowed reasonable public access to review said records.
 - c.) For reproduction of records, the City will assess a per page charge as authorized by law for reproduction costs (currently \$0.25 per page).
- 2) The City is entitled to require verifiable information (drivers license/ I.D.) as to the identity of the person requesting the records, as well as, that of the person receiving said information.
- 3) All records must remain in the custody of a City employee at all times. As a measure to safeguard records, reproduction may not be made by anyone other than a City employee designated by the Director of Community Development.
- 4) Valid reason for requesting records must be completed before request shall be processed by the Director of Community Development. "Personal" is not an acceptable response.
- 5) There shall be between a twenty-four (24) to forty-eight (48) hour time frame for the reproduction of records, unless otherwise determined by the Director of Community Development or his/her designee.

Note: No reproduction of engineer drawings. Contact applicable engineer or developer.