

# REQUEST FOR COPY OF PUBLIC RECORDS

Date: \_\_\_\_\_

1. Name of person making request: \_\_\_\_\_

2. Address of person making request: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3. Record requested: \_\_\_\_\_

4. Date record is needed: \_\_\_\_\_

5. Reason for request: (Do not say "Because it is a public record." See below.)

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

\_\_\_\_\_  
Signature

## PLEASE READ CAREFULLY

The Supreme Court of the State of Alabama has ruled that the custodian of official documents is a "trustee" for the public and for individuals showing a right of inspection, and though he may and should preserve them against impertinent intrusion, he should allow ready access to those who have an interest in them and claim access for the purpose of promoting or protecting that interest.

It is also ruled that the public generally have the right of a reasonable and free examination of public records required by law to be kept by public officials, except where the purpose is purely speculative or from idle curiosity, or unduly interferes or hinders the discharge of an officer's duties.

The Alabama League of Municipalities states that the above imposes a responsibility on the custodian to determine the motive and intention of the person seeking access to the records and thus insures that such person does, in fact, seek access to the records for a legitimate reason.