

# Open Records Request Policy

The Alabama Open Records Law, Code of Alabama 1975, § 36-12-40 provides that “[e]very citizen has a right to inspect and take a copy of any public writing of this state, except as otherwise expressly provided by statute.”

It is the policy of the City of Lake View, to comply with § 36-12-40 to allow citizens to inspect and take a copy of public records maintained by this office, unless the record is exempt from public disclosure. In accordance with state and federal laws, some department records may not be open for public inspection. For example, ongoing criminal investigations, tax returns and financial statements are examples of restricted records. In addition, certain records such as motor vehicle title and registration records have specific statutory disclosure requirements and are not subject to open record requests. Draft documents, such as versions of proposed administrative rules and legislation, used internally by the City of Lake View, are not subject to disclosure under the Open Records Law. Draft documents shared externally, as well as internal and external correspondence, such as emails, on possible actions to be taken by Revenue, are also not subject to disclosure (see Attorney General Opinion 2017-036).

Every effort will be made to provide public records within a reasonable time period. Should the requester prefer to inspect the records in person, an appointment should be made through the Lake View City Clerk. Access to and inspection of public records will be provided during the regular business hours of 9:00 a.m. to 4:00 p.m. Monday thru Thursday (closed 12:00 p.m. to 1:00 p.m.) at the Lake View City Hall with a scheduled appointment. Citizens may be requested to provide identification prior to the inspection of requested documents. It is requested that citizens inspecting public records refrain from eating, drinking, and smoking in areas where such records are being inspected and copied. The City of Lake View will determine reasonable limitations on the number of citizens who may inspect and copy records at one time so as not to disrupt the work of the employees of the City.

Citizens may make copies of available public records using their own equipment while viewing them at the Lake View City Hall. Any records request must be in writing and include the name and address of the requestor and what records are requested. There will be a charge of \$1.00 per page for copies of public records made by Lake View City employees using city-owned copiers. Citizens must pay any outside costs incurred by the City for providing copies of public records requested by citizens. Every effort will be made to provide public records within a reasonable time period.

If you have questions about the City's policy or need further assistance, please contact the Lake View City Clerk, at [cityclerk@lakeviewalabama.gov](mailto:cityclerk@lakeviewalabama.gov) or 205-477-1999.