

Town of Gurley, Alabama
Request for Information Form

The information requested may not be on file within the Town Clerk- Treasurer Department. If sp, your request will be forwarded to the appropriate department for their action. All information will be forwarded to you as soon as possible. Also, there is a charge for copies, please refer to copy charge policy.

Section 1: Requestor Information:

Name: _____

Date: _____ Phone No: _____

Deadline information is needed (if any): _____

Specific Information Requested: _____

Specific Reason for Request: _____

Signature: _____ Date: _____

Section 2: City Clerk- Treasurer Department:

Information request received by: _____

Request forwarded to appropriate department: _____

Signature of receiving department: _____ Date: _____

Section 3: Receiving Department:

Information returned to Town Clerk- Treasurer Department by: _____

Signature of Town Clerk- Treasurer Employee receiving information: _____

Section 4: Receipt of Information by Receptor:

Date: _____ Notification to requestor: _____

Signature of Requestor of information: _____ Date: _____

Signature of Employee delivering information: _____ Date: _____

How to Request Public Records

To make a request, do the following

1. Pick up the Request for Information Form
2. Fax the completed form to (256) 776-0870, drop it off at Town Hall, or mail it to:

Town of Gurley
PO Box 128
Gurley, Alabama 35748

Fees

Applicable charges for copies and/or hourly rate for personnel to provide services are as follows:

- Photocopies (if less than 15 minutes to prepare) - \$0.25 per page
- Photocopies (over 15 minutes to research and prepare) - \$14.92 per hour (billed in 0.50 increments) plus \$0.25 per page