



CITY OF DOTHAN

REQUEST FOR PUBLIC RECORDS

Name of Requestor: _____ Date: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____ Email: _____

I am requesting to: Inspect Records Obtain Copies

Description of Document(s) Requested: _____

Purpose of Request: _____

I agree that I will not cause harm or damage to any public record. I agree that records will not be removed from City premises at any time. I understand there may be a charge for requested copies, as set forth in the attached schedule, and I agree to pay fees in advance if applicable and as described on the fee schedule. A reasonable fee may be charged for research time required to retrieve requested documents.

Signature: _____ Date: _____

This form may be submitted by email, in person, or by physical mail. The form is not required but is provided for convenience. Complete contact information, description, and purpose are required to be provided prior to a request being processed.

Email

cityclerk@dothan.org

Physical Address

City of Dothan
City Clerk's Office
126 N. St. Andrews Street, Room 213
Dothan, AL 36303

Mailing Address

P.O. Box 2128
Dothan, AL 36302

Please contact the City Clerk's office at 334-615-3160 for assistance.

City of Dothan

Administrative Charges

Copies

B/W 8.5 X 11	\$	0.50
B/W 8.5 X 14	\$	0.75
Color 8.5 x 11	\$	0.75
Color 8.5 x 14	\$	1.00

Photo/regular size \$ 3.00

Photo/ 8" x 10" \$ 15.00

Computer Printouts

Per Page \$ 1.00

Research Time/per hour \$ 25.00

Bid Packets \$ 30.00

Accident/Media Reports	\$	15.00
911 Tapes/Cassettes	\$	30.00
Police Video Case Fee (up to 2)	\$	50.00/case
Police Video Fee (after first 2)	\$	10.00/video
Additional Fee for Physical Media	\$	15.00/item

Videos (not otherwise specified) \$ 75.00

Certification Fee

Up To 5 Pages \$ 5.00

Per Page after 5 \$ 1.00

Maps

	<u>Document Copier</u>	<u>Ink Jet</u>	<u>Electronic</u>	<u>Photo Paper</u>
Street 3'	N/A	\$ 5.00	\$ 125.00	N/A
Street 6'	N/A	\$10.00	N/A	N/A
Zoning 36" x 30"	\$ 1.50	N/A	N/A	N/A
Zoning 6' x 6'	\$ 5.00	N/A	N/A	N/A
Subdivision Plat 24" x 36"	\$ 1.25	N/A	N/A	N/A
Other Prints 24" x 36"	\$ 1.25	N/A	N/A	N/A
Digitized & Topo 36" x 40"	\$ 1.50	\$ 5.00	\$ 25.00	N/A
Books/City	\$ 10.00	N/A	N/A	N/A
Books/County	\$ 10.00	N/A	N/A	N/A

Custom Maps

	<u>Document Copier</u>	<u>Ink Jet</u>	<u>Electronic</u>	<u>Photo Paper</u>
Property Line & Street Only				
8.5 x 11	N/A	\$ 1.00	N/A	N/A
11 x 17	N/A	\$ 2.00	N/A	N/A
24 x 36	N/A	\$ 5.00	N/A	N/A
36 x 36	N/A	\$ 10.00	N/A	N/A
Aerial Only				
8.5 x 11	N/A	\$ 1.00	N/A	\$ 2.00
11 x 17	N/A	\$ 4.00	N/A	\$ 8.00
24 x 36	N/A	\$ 6.00	N/A	\$ 12.00
36 x 36	N/A	\$ 12.00	N/A	\$ 24.00
Line & Aerial				
8.5 x 11	N/A	\$ 2.00	N/A	\$ 4.00
11 x 17	N/A	\$ 6.00	N/A	\$ 12.00
24 x 36	N/A	\$ 9.00	N/A	\$ 18.00
36 x 36	N/A	\$ 15.00	N/A	\$ 30.00

Disk/CD Maps

Line Map/Center	N/A	\$ 50.00	N/A	N/A
Line Map/Edge of Pavement	N/A	\$ 75.00	N/A	N/A
Aerial/Image Only	N/A	\$ 50.00	N/A	N/A
Aerial (Image & Coord. File)	N/A	\$ 100.00	N/A	N/A

Custom Work to be Determined by the GIS Manager of GIS Systems Analyst