REQUEST FOR PUBLIC RECORDS
Trussville City Board of Education

Requestor's Contact Information:

Name:

Phone #: E-mail:

Street Address:

City: State: Zip Code:

Attach to this request evidence to establish proof of requester's residency in Alabama, such as copy of driver's license or voter registration card. Indicate here proof of residency attached:

Agency from which you are requesting public records:

Date of Request:

Records requested (Be specific as possible using names, record title, function of record, record date, and any other information which may help with identifying the record. For records maintained at a school operated by the board of education, identify the specific school where the record is located. Use a separate form for each separate type of document requested or when records from more than one school are requested):

A public officer is not obligated to respond to a request that is vague, ambiguous, overly broad, or unreasonable in scope, nor is a public officer obligated to respond to a request that seeks records that do not exist or materials that are not public records. Only public records, as defined by Ala. Code §41-13-1, which are not otherwise protected from disclosure by law, are subject to disclosure based on this request. Sensitive information in public records subject to disclosure may be redacted as required or permitted by law. Additionally, extensive requests for public records may increase the fees to cover the administrative cost of searching and copying the requested records.]

Payment of fees may be required before your request is fulfilled.

By submitting this request, you certify that you are an Alabama resident with standing to make a request for public records pursuant to Alabama law.

Signature of Requester: _____

Printed Name: _____

Revised 2024 pursuant to Ala. Code §36-12-40 et seq, as amended