

CITY OF BIRMINGHAM
PUBLIC RECORDS POLICY

1. The City of Birmingham shall make public records available to the general public in accordance with the Freedom of Information Act (FOIA) and Article VIII, Sections 2-311 through 2.316.
2. The city clerk shall be designated the FOIA coordinator. The clerk may designate others to fulfill FOIA requests, but shall keep copies of requests according to the Records Retention and Disposal Schedule.
3. The FOIA Coordinator shall make available a standard form for requests for public records. There is no requirement under FOIA for lists or reports to be created.
4. Copying of public records shall only be done by city employees or may be reproduced by an outside source as arranged by the FOIA coordinator or his or her designee.
5. Copies of public records shall be charged at \$.10 each sheet of paper 8.5" x 11: and 8.5: x 14", using double sided printing when available.
6. Maps and plans shall be distributed as follows:

11" x 17"	\$5.00
24" x 36"	\$10.00
26" x 36"	\$13.00
36" x 42"	\$15.00
7. The building department does not release copies of interior plans of houses or commercial buildings without written approval of the owner.
8. All agendas will be posted on the city's website. Background material will be made available for public review at the respective department counter where the document is prepared. Upon request, commission agendas will be provided free of charge to the Birmingham homeowners associations representing residents of the City.
9. Requests for computer generated lists or documents shall be made available in accordance with FOIA and the city code. Costs for such documents shall be determined according to the departmental costs to produce such records.
10. Records of fire investigations shall be available to the public after the investigation has been completed. Copies of fire incident reports shall be sold for \$5.00 for each copy plus current mailing costs.

11. Copies of standard records from the police department, including dispatch cards, incident reports and accident reports shall be sold for \$5.00. Police Department letters of clearance will be prepared for \$10.00.
12. Copies of standard unredacted police video (booking room, in-car, body-worn camera and security) shall be sold for \$15.00.
13. Copies of standard police audio (9-1-1, telephone, radio) shall be sold for \$10.00.

Adopted by City Commission July 28, 2008, Resolution #07-240-08

Amended:

- March 19, 2012, Resolution #03-74-12
- August 27, 2012, Resolution #08-249-12
- March 18, 2013, Resolution #03-100-13
- April 28, 2014, Resolution #04-98-14
- March 30, 2015, Resolution #03-63-15
- March 28, 2016, Resolution #03-99-16
- December 5, 2016, Resolution #12-364-16
- December 12, 2016, Resolution #12-383-16
- December 13, 2021, Resolution # 12-321-21
- December 19, 2022, Resolution #12-309-22