

**ORDINANCE NO. 2026-109**

**AN ORDINANCE TO AMEND FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS,  
INCLUDING PHOTOCOPY CHARGES AND VARIOUS SERVICES**

**WHEREAS**, in compliance with Alabama Code §36-12-40, the City of Madison has established a process for individuals to request and lawfully be provided with public records; and

**WHEREAS**, City resources are expended in processing said records requests while maintaining compliance with applicable Alabama state law; and

**WHEREAS**, pursuant to Alabama Code §36-12-41 and §36-12-43, the City of Madison has the right to require payment of a reasonable fee for the processing of public records requests; and

**WHEREAS**, the City of Madison seeks to revise its fee schedule in order to provide for a minimum processing fee and updated rates for various costs incurred in responding to records requests; and

**WHEREAS**, the City of Madison desires to adopt the amended schedule of fees for copies and services for public records processing services in order to recover a portion of the costs incurred in honoring these requests and complying with Alabama law;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MADISON, ALABAMA**, that the attached revised fee schedule for photocopy charges and various services is hereby adopted, and all previous fee schedules are hereby repealed and replaced; and

**BE IT FURTHER ORDAINED** that the attached fee schedule shall become effective on the date of its publication in a newspaper of general circulation in the City of Madison following its adoption; and

**BE IT FURTHER ORDAINED**, that if any clause, phrase, sentence, paragraph, or provision of this ordinance shall be invalidated by a court of competent jurisdiction, it is the intent of the City Council that such invalidation shall not affect the validity of any other clause, phrase, sentence, paragraph, or provision thereof.

**READ, PASSED, AND ADOPTED** this \_\_\_\_ day of March 2026.

\_\_\_\_\_  
**Maura Wroblewski, Council President**  
**City of Madison, Alabama**

**ATTEST:**

\_\_\_\_\_  
**Lisa D. Thomas, City Clerk-Treasurer**  
**City of Madison, Alabama**

**APPROVED** this \_\_\_\_\_ day of March 2026.

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***Ranae Bartlett, Mayor***  
**City of Madison, Alabama**

# City of Madison, Alabama

## Schedule of Fees for Copies and Services

SERVICE	FEE
<b>General Services</b>	
<b>Notary Public</b>	No Charge
<b>Processing Public Records Request</b>	\$25.00 per hour, min. processing fee of \$25.00
<b>Miscellaneous Photocopies (B&amp;W or Color)</b>	\$0.25
<b>Large Format Copies/Prints (B&amp;W)</b>	
11x17	\$1.00 per sheet
18x24	\$2.00 per sheet
24x36	\$3.00 per sheet
36x48	\$5.00 per sheet
<b>Large Format Copies/Prints (Color)</b>	
11x17	\$2.00 per sheet
18x24	\$8.00 per sheet
24x36	\$20.00 per sheet
36x48	\$30.00 per sheet
<b>Department Specific Documents</b>	
<b>Fire Department</b>	
Run Reports	\$5.00
<b>Municipal Court</b>	
Pursuant to ARJA Rule 30 fees for copies of court records shall not be applicable to:	
<ul style="list-style-type: none"> <li>· the parties named in the case</li> <li>· attorneys representing the parties named in the case</li> <li>· victims named or otherwise identified in the case</li> <li>· any governmental agency (federal, state, county, or municipal)</li> </ul>	
Court Records (1 to 20 pages)	\$5.00
Court Records (each page over 20)	\$0.50
Court Records (Certified Copies)	\$5.00 per page
<b>Planning Department</b>	
Comprehensive Plan	\$75.00
Subdivision Regulations	\$20.00
Zoning Ordinance (Book)	\$50.00
Design Review Guidelines for Madison Station	\$20.00
<b>Police Department</b>	
Reports (Accident, Incident/Case and Field Interviews (free for victims)	\$5.00 per report
Arrest Report	\$5.00 per report
CAD from Dispatch	\$5.00 per report
DVD's and Axon links	\$50.00 for all dvds/axon videos related to case
Photos	\$50.00 for all photos related to case
<b>Revenue Department</b>	
Business License Listing	\$1.00 per page