

**REQUEST FOR DISCLOSURE OF DOCUMENTS
UNDER THE OPEN RECORDS ACT**

FOR OFFICE USE ONLY

VERBAL (TELEPHONE) VERBAL (WALK-IN) EMAIL MAIL OTHER _____

Name of Requester: _____

Address: _____

Phone: _____ FAX: _____ EMAIL: _____

Date Received
Time
Staff Member Receiving Request

Pursuant to O.C.G.A. § 50-18-70 et seq., I am formally requesting to inspect certain public records. In particular, records requested for inspection are: (YOU MAY UTILIZE BACK OF THIS FORM OR ATTACH ADDITIONAL PAPER IF NEED BE)

Date records are requested to be made available: _____

I agree to pay any copying and/or administrative costs incurred in fulfilling my requests to the extent permitted by Georgia law. Such costs may include charges of \$.10 (cents) per page and administrative charges for search, retrieval, and other direct administrative costs, such administrative charges not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request. (The requester is not charged for the first fifteen minutes of time.)

Name (Print): _____

Signature: _____

RECORD RETRIEVAL FEES

The following record retrieval fees may be charged:

Actual time of record preparation including research (varies) (less 15 min.)	Hrs x \$	= \$
Actual time of copying (varies)	Hrs x \$	= \$
\$0.10 per page copy (8½ X 11)	_____ Pages @ \$0.10	= \$
\$0.20 per page copy (11 x 17)	_____ Pages @ \$0.20	= \$
\$2.00 per page for building plan	_____ Pages @ \$2.00	= \$
Postage		= \$
Other costs:		= \$
Video costs:	Copies @\$.00	= \$
Total actual costs:		= \$

The requester is not charged for the first fifteen minutes of time. Charges for time are not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request.

City Hall Personnel Completing Request: _____ Date: _____

Comments: _____

- | | | | |
|--|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> CODES ENFORCEMENT | <input type="checkbox"/> CH RECEPTION | <input type="checkbox"/> BUSINESS TAX | <input type="checkbox"/> FIRE |
| <input type="checkbox"/> COMMUNITY DEVELOPMENT | <input type="checkbox"/> ENGINEERING | <input type="checkbox"/> WATER FILTER | <input type="checkbox"/> POLICE |
| <input type="checkbox"/> ALCOHOL LICENSING | <input type="checkbox"/> RECORDS | <input type="checkbox"/> CITY MANAGER | <input type="checkbox"/> UPKEEP |
| <input type="checkbox"/> ASST. CITY MANAGER | <input type="checkbox"/> FINANCE | <input type="checkbox"/> WASTEWATER | <input type="checkbox"/> UTILITY BILLING |
| <input type="checkbox"/> HUMAN RESOURCES | <input type="checkbox"/> RECREATION | <input type="checkbox"/> SANITATION | <input type="checkbox"/> _____ |