



# REQUEST FOR DISCLOSURE OF DOCUMENTS UNDER THE OPEN RECORDS ACT

This is a fillable PDF

**FOR OFFICE USE ONLY**

VERBAL (TELEPHONE)  VERBAL (WALK IN)  EMAIL  MAIL  OTHER \_\_\_\_\_

Name of Requester: \_\_\_\_\_

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 (please be specific and include addressing and time frame of records - i.e. from this date to this date):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 per page and administrative charges for search, retrieval, and other direct administrative costs, such as 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: **CITY STAFF USE ONLY**

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 plans	_____ Pages @ \$2.00	= \$
Zoning Verification Letter	_____ x \$10.00	= \$
Postage		= \$
Other Costs		= \$
<b>Total Actual Costs:</b>		<b>= \$</b>

City Hall Personnel Completing Request: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

### CITY STAFF USE ONLY

- |  |                                       |                                       |  |
|--|---------------------------------------|---------------------------------------|--|
| <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"/> WASTEWATER   | <input type="checkbox"/> UTILITY BILLING |
| <input type="checkbox"/> CITY MANAGER          | <input type="checkbox"/> FINANCE      | <input type="checkbox"/> SANITATION   | <input type="checkbox"/> IT              |
| <input type="checkbox"/> HUMAN RESOURCES       | <input type="checkbox"/> RECREATION   | <input type="checkbox"/> UKEEP        | <input type="checkbox"/> _____           |