Open Records Request

The open records act is a state statute that requires counties and other governmental agencies to provide public access to documents. It was enacted to make government more open to public scrutiny by requiring that documents and records maintained by government offices be produced in a timely manner for inspection/copying at any person's request. Pursuant to open records law, I would like:

____ to inspect and copy the following, or

____ to obtain copies of the following, or

____ to obtain certified copies of the following:

Name:_____

Co. Name:_____

Address:_____

_____

_____

_____

_____

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_____

Please check one:

____ I would like to review the documents/receive the copies within three (3) business days of this request if the records are available. However, I understand that if the records cannot be produced within three business days, a timetable for their release will be provided to me; or

____ I do not need the documents/access within three (3) business days, but would like to review the documents/receive the copies by _____

I understand that, pursuant to OCGA § 50-18-71, I may be charged administrative and copying fees for the cost to search, retrieve, copy and supervise access to the requested documents. This fee represents the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to my request, with no charge for the first fifteen minutes that it takes to respond to the request. The charge for copies is generally $.10 per page unless otherwise provided by law. I agree to pay all copying and/or administrative costs incurred with fulfilling my open records request.

If there are any questions about my request, I may be contacted at: (____)_____

or by email at:_____

Sincerely,

_____ _____

Requestor Date