

Date Received: _____
Time: _____
Received by: _____



OPEN RECORDS REQUEST

Name: _____
Address: _____
Home Phone: _____ Work Phone: _____
Email: _____
Requestor Signature: _____ Date: _____

You are hereby requested to make available for review and copying all files, records and other documents in your possessions that refer, reflect or relate to _____

This request includes, but is not limited to, all documents, notes, correspondence and memoranda evidencing _____, and all communication and correspondence in whatever tangible medium between _____ and _____ among _____ and _____.

In accordance with O.C.G.A. 50-18-71(b)(1)(A): "Agencies shall produce for inspection all records responsive to a request within a reasonable amount of time **not to exceed three business** days of receipt of a request; provided, however, that nothing in this chapter shall require agencies to produce records in response to a request if such records did not exist at the time of the request. In those instances where some, but not all, records are available within three business days, an agency shall make available within that period those records that can be located and produced. In any instance where records are unavailable within three business days of receipt of the request, and responsive records exist, the agency shall, within such time period, provide the requester with a description of such records and a timeline for when the records will be available for inspection or copying and provide the responsive records or access thereto as soon as practicable."

In accordance with O.C.G.A. 50-18-71(3)(C)(1)(2)(3) "An agency may impose a reasonable charge for the **search, retrieval, redaction, and production or copying costs for the production** of records pursuant to this article. An agency shall utilize the most economical means reasonably calculated to identify and produce responsive, nonexcluded documents. Where fees for certified copies or other copies or records are specifically authorized or otherwise prescribed by law, such specific fee shall apply when certified copies or other records to which a specific fee may apply are sought. In all other instances, the charge for the search, retrieval, or redaction of records shall not exceed the prorated hourly salary of the lowest paid full-time employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request; provided, however, that no charge shall be made for the first quarter hour. In addition to a charge for the search, retrieval, or redaction of records, an agency may charge a fee for the copying of records or data, **not to exceed 10¢ per page** for letter or legal size documents or, in the case of other documents, the actual cost of producing the copy. In the case of electronic records, the agency may charge the actual cost of the media on which the records or data are produced. Whenever any person has requested to inspect or copy a public record and does not pay the cost for search, retrieval, redaction, or copying of such records when such charges have been lawfully estimated and agreed to pursuant to this article, and the agency has incurred the agreed-upon costs to make the records available, regardless of whether the requester inspects or accepts copies of the records, the agency shall be authorized to collect such charges in any manner authorized by law for the collection of taxes, fees, or assessments by such agency.

Should you request more than five (5) copies, the Clerk shall have two (2) working days after the request is received to make the copies and shall mail such to the person at no additional cost for postage. *The cost of all copies shall be ten cents (10¢) per each side of page to be copied and shall be paid in advance. Odd size sheets (i.e. plan sheets, maps, etc.) may be an additional charge.*

Staff Use Only

The information requested is available for review. Department costs associated with this request are listed.

Total pages: _____ x \$0.10 = \$ _____ Staff Time (1st 15 minutes at no charge): _____
 Staff per hour x hourly rate = \$ _____

Note: Irregular size sheets will be charged a different rate (i.e., plan sheets will be charged at copy cost plus staff time.)

Date requestor contacted: _____ Contacted by: _____
Completed by: _____ Date: _____ Date to City Clerk: _____

Method of receipt of information: Mailed Date: _____ Pick-up Date: _____
Payment: \$ _____ Cash Check Check # _____ Receipt # _____