OPEN RECORDS REQUEST REPLY

DATE:____________________

NAME:__________________________

ADDRESS:________________________

_________________________________________________________________
_________________________________________________________________

Pursuant to O. C. G. A. § 50-18-71 this letter constitutes a formal request to inspect
and/or copy certain public records pertaining to: (Please Identify the Specific Records)

_________________________________________________________________
_________________________________________________________________

The records requested for inspection shall include, but not limited to all public records;
meaning documents, papers, letters, maps, books, tapes, photographs or similar material prepared
and maintained by a public office or agency. These public records will be made available to you
in accordance with O.C.G.A. § 50-18-71. You will be notified within three (3) business days if
the public record requested is subject to access under this article and to permit inspection and
copying.

As authorized by Code Section § 50-18-71 of the Open Records Act, we will charge you a
fee per search, retrieval, monitoring, and other direct administrative cost involved with your
request for access to our records, after the first fifteen minutes of employee time expanded. This
fee will be the salary of the lowest paid full-time employee who possesses the necessary skill and
training to perform the request. You will also be charged $.10 for each page of our records you
request and may be charged an additional fee for certified copies or for other copies for which a
fee is specifically authorized or otherwise provided for by law.

Some public records are exempt to disclosure under the Open Records Act. The
exemptions are in accordance with O.C.G.A. § 50-18-72.

Please also make available a valid I.D./Drivers License.

Sincerely,

Joyce Brown
City Clerk

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