

OPEN RECORDS REQUEST
FROM
CITY OF CEDARTOWN, GEORGIA

Pursuant to the open records law, I would like to:

CIRCLE APPROPRIATE

INSPECT AND COPY

OR

OBTAIN COPIES

Of the following City of Cedartown records:

(In order to reduce administrative and copying charges, please provide as detailed description as possible of the records you are requesting.)

Please check one:

_____ I would like to review the documentation/receive the copies within three business days to 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 business days, but would like to review the documents/receive the copies by _____ (insert desired date)

I understand that, pursuant to O. C. G. A. 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 my request, with no charge for the first fifteen minutes that it takes to respond to the request. The charge for copies is generally \$.25 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 _____ . (Please provide daytime number.)

Requestor

Date

(Printed Name and address)

(For Office Use Only)

Copies _____ Pages @ \$.25 = \$_____: _____ Pages @ \$1.00 per Computer
Generated page; Personnel Research \$_____ per hour @ _____ hours
Total Cost \$_____ Receipt #_____