



MAYOR
Rick E. Roquemore

CITY ADMINISTRATOR
Michael E. Parks

CITY COUNCIL
Robert L. Vogel III
Taylor J. Sisk
Jamie L. Bradley
Joshua N. Rowan

OPEN RECORDS REQUEST

DATE: _____

NAME: _____

SIGNATURE: _____

ADDRESS: _____

PHONE: _____

Pursuant to O. C. G. A. § 50-18-70.a 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. § 50-18-70.f. 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 Record 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. § 50-18-71.l.a and § 50-18-72.

Please also make available a valid I. Driver's License.

Sincerely,
Brooke Haney
City Clerk