

REQUEST FOR RECORDS

Name of Requester: _____

Address: _____

Phone Number: _____

Pursuant to O.C.G.A. §50-18-70 et seq.; I am formally requesting to inspect certain public records. In particular, records requested for inspection are:

I agree to pay any copying and/or administrative costs incurred in fulfilling my requests to the extent permitted by Georgia Law. Such costs may include copying charges of \$.25 per page and administrative charges for search, retrieval and other direct administrative costs; such administrative charges, not to exceed the salary of the lowest paid full time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request. (The requester is not charged for the first fifteen minutes of time.)

Name (Print): _____

Signature: _____

RECORD RETRIEVAL FEES

The following record retrieval fees may be charged:

\$.25 per copy	_____ pages @\$.25	= \$
Audio Tapes	_____ copies @	= \$
Other Costs		= \$
Actual Time	_____ hours @	= \$

The requester is charged for the first fifteen minutes of time. Charges for times are not to exceed the salary of the lowest paid full time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request