

OPEN RECORDS REQUEST

Dear Records Custodian:

Pursuant to the Georgia Open Records Act, I would like to have access to the following City of Walthourville records (you may attach more pages as needed):

Please initial every statement below. Failure to initial may delay the processing of your request.

___ I understand that the law allows the City three business days to review and respond to my request and that this does not necessarily mean the documents will be ready within three business days. If my request is received after 3:00 P.M., the receiving day will not count as one of the three days.

___ I understand that the City may have to redact or mark out sections of documents that contain Privileged or confidential information protected by the Open Records Act. Examples of information that must be redacted include by are not limited to: Social Security numbers, mother's maiden name, medical/insurance information, appraisal information and records from an ongoing criminal and or regulatory investigation or prosecution.

___ I understand that the law allows the City to charge 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 15 minutes. The charge for copying letter or legal size documents is \$.10 per page.

___ I agree to pay all copying and administrative costs associated with fulfilling my open records request at the time the records are provided to me and understand that the City may seek legal remedies if I fail to pay or if my check is returned for insufficient funds.

I may be contacted at the following with questions about my request or to update me about the status of my request:

Phone: _____ Email: _____

Sincerely,

Name

(printed name)

(address

Date

City of Walthourville Office Use Only
Received by: _____
Date: _____ Time: _____
Amount of Request: _____