

TOWN OF SHARPSBURG OPEN RECORDS REQUEST

Pursuant to the Open Records Law, I would like to:

inspect inspect and copy obtain copies of
(Please check one)

the following Town of Sharpsburg records: _____

(In order to reduce administrative and copying charges, please provide as detailed a description as possible.)
Please check one:

I would like to review the documents within three business days of 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 would like to review the documents/receive the copies within three business days of 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 to review the documents within three business days, but would like to review the requested documents by _____; or

I do not need to review and receive the copies of the documents within three business days, but would like to review the documents/receive the copies by _____.

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 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 (_____) _____.

Sincerely,

Requestor

Date

Printed Name

Address

(For Office Use Only)

Copies	\$ _____	(_____ pages @ \$.25 each)
Research	\$ _____	(_____ hours @ \$ _____/hour)
Total Cost	\$ _____	