

REQUEST FOR ACCESS TO RECORD PURSUANT TO THE GEORGIA OPEN RECORDS ACT

DATE: _____ PHONE: _____

APPLICANT: _____

ADDRESS: _____

DESCRIPTION OF RECORDS REQUESTED FOR VIEWING:

DESCRIPTION OF RECORDS REQUESTED FOR COPYING:

NOTICE

- **COPYING FEE OF \$.25 WILL BE ACCESSED PER PAGE FOR COPIES – O.C.G.A. 50-18-71.**
- **ADMINISTRATIVE FEES OF \$10.00 PER HOUR MAY BE ACCESSED AFTER THE FIRST FIFTEEN (15) MINUTES OF DIRECT ASSISTANCE BY ADMINISTRATIVE PERSONEL O.C.G.A. 50-18-17(A).**
- **UNPAIN COST SHALL BE COLLECTED IN ACCORDANCE WITH O.C.G.A. 50-18-71(G)(1-6).**
- **VIEWING OF DEEDS, ORDINANCES, AND ZONING MAPS SHALL NOT BE CHARGED OR ASSESSED AN ADMINISTRATIVE FEE.**
- **THE COUNTY ATTORNEY PRIOR TO RELEASE WILL REVIEW REQUEST FOR MEDICAL, PERSONNEL, LAW ENFORCEMENT RECORDS, AND OTHER RECORDS DEEMED SENSITIVE BY THE DOCUMENT CUSTODIAN.**

_____ **FOR OFFICE USE ONLY** _____

RESPONSE DEADLINE (3 DAYS): _____

COST OF REQUEST: _____

- **PROVIDE COPY OF SHEET TO APPLICANT.**

4/24/03