

## City of Calhoun - Open Records Request

The City of Calhoun is dedicated to complying with the Georgia Open Records Act. In order to provide you with responsive records in as efficient and economical a fashion as possible, we request you complete this written request for records. **Precise identification** of the records you seek will help us get the records to you as quickly and as cost-effectively as possible. Please provide your contact information:

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Public record** is defined to include all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, data, data fields, or similar material prepared and maintained or received in the course of the operation of an agency.

It is very important that you carefully detail your request. Please be very clear and concise, describing specifically and in complete detail, identifying the type of information you are seeking, and how you want the information, including: the specific documents you are seeking, what format you would like the documents in, the date of occurrence, subject matter, department, and any other information specific to your request: (A general, non-specific request may result in the generation of large amounts of data, creating increased expenses for the production of unwanted documents).

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O.C.G.A. 50-18-71 requires records be made available within three business days of the receipt of the request, if readily available. If the records are found to be unavailable you will be provided with a timeline for when the records will be available for inspection or copying.

How would you like to receive the records:  On-site inspection  Pick-Up  Email

Contact me prior to production of records if costs will exceed \$25  Yes  No, I agree to pay charges.

By providing your signature below you agree that, pursuant to O.C.G.A. 50-18-71, you may be charged for any copying and administrative costs incurred in fulfilling your requests to the extent permitted by Georgia law. Such cost may include copying charges of \$.10 per page and administrative charges for search, retrieval and supervising access to the requested documents. The administrative fee will not exceed the hourly rate 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 requestor is not charged for the first fifteen minutes of time.) By proceeding with this request you are accepting responsibility for all applicable charges and agreeing to pay all copying and/or administrative costs incurred with fulfilling this open records request, and stating your understanding that should you fail to pay, the City may enforce its collection by all means available under the law. Payment will be required in advance for estimated costs exceeding \$500.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_