

## City of Mountain Park Open Records Request

Pursuant to the open records law, I would like to: \_\_\_\_\_ inspect and copy; or \_\_\_\_\_ obtain copies (please check one) of the following City of Mountain Park records:

---

---

---

---

(In order to reduce administrative and copying charges, please provide as much detail as possible.)

Please check one:

1. \_\_\_\_\_ 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 the release will be provided to me; or
2. \_\_\_\_\_ I do not need the documents/access within three business days, but would like to review the documents/receive the copies by \_\_\_\_\_ (insert desired date).

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 supervised 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 \$.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: \_\_\_\_\_ (please insert daytime telephone number).

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(address)

-----  
Date documents/copies were provided: \_\_\_\_\_

Number of copies \_\_\_\_\_ X \$.25 = \_\_\_\_\_

Research time @ \$16.50/hour = \_\_\_\_\_

Total charge = \_\_\_\_\_

Date Paid: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Received by: \_\_\_\_\_