

CITY OF GRAY, GEORGIA OPEN RECORDS REQUEST FORM

Date of Request: _____

Documents Requested for inspection: (describe in detail as much as possible)

(Use additional sheets and attach, if necessary)

Name of Requestor: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Numbers: Work: _____ Home: _____

NOTICE: Under Georgia Law, an agency has three (3) business days to respond to this request. The charge for providing copies of documents is \$.10 per page, plus the hourly rate of the lowest paid individual qualified to assemble the records, based upon the actual time spent assembling the response, less the first 15 minutes. All fees are due and payable in cash, check, or money order at the time of inspection or upon receipt of copies.

I hereby agree to the payment of all charges provided by the law to the agency responding to this request.

 Signature Date

Received by:

 City Employee Date

RECORD RETRIEVAL FEES

The following record retrieval fee may be charged:

Actual time of record preparation (varies)	_____ Hrs x \$ _____	= \$
Actual time of copying (varies)	_____ Hrs x \$ _____	= \$
\$0.10 per page copy	_____ Pages @ \$0.10	= \$
\$ #.00 first audio CD copy	_____ Copies @ \$ 1.50	= \$
\$ #.00 each additional tape copy	_____ Copies @ \$ 1.00	= \$
Postage	(standard postage rates apply)	= \$
Other Costs:		
Total Actual Costs:		