OPEN RECORDS REQUEST MADE IN PERSON

City of Brooklet Open Records Request

Date: _____

Pursuant O.C.G.A. 50-18-70 et seq. I am formally requesting to inspect Certain public records. In particular, records requested for inspection are:

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As authorized by Code Section 50-18-71 of the Open Records Act, we will charge you a fee of $_____ per hour for search, retrieval, redaction, monitoring, and other direct administrative costs involved with your request for access to our records, after the first fifteen minutes of agency employee time expended. This fee represents the salary of the lowest paid full-time employee who possesses the necessary skill and training to perform the request. You will also be charged $.10 for each page of our records you request to have copied, and may be charged an additional fee for certified copies or for other copies for which a fee is specifically authorized or otherwise provided for by law.
The estimated cost of the copying, search, retrieval, and other administrative fees authorized by Code Section 50-18-71 is $_____.

_____

Signature Date