

OPEN RECORDS ACT REQUEST FOR INFORMATION

Date and Time of Request: _____

Requestor Name: _____

Requestor Address:

Requestor Phone: _____

Records Requested (Please be very specific. If requesting security camera footage please specify location of camera, start time, end time and what you are looking for):

Name of Individual (subject of request):

Other information:

Pursuant to O.C.G.A. §§ 50-18-70 – 50-18-77 I agree to pay the following fees:

- 10 cents per page; 50 cents per DVD and
- An hourly charge of \$7.25 per hour for the search, retrieval, and other direct administrative costs for physical records requested.
- An hourly charge of \$12.00 per hour for the search, retrieval and other direct administrative costs for security camera footage requested.

Signature

Date

12/17/2012