



Request for Public Records

Name of Requester: _____ Date: _____

Address: _____

Phone: _____

Pursuant to O.C.G.A. 50-18-71 et seq., I am formally requesting to inspect these specific public records:

I agree to pay any copying and/or administrative costs incurred in fulfilling my requests to the extent permitted by Georgia law. Such costs may include copying charges of \$.10 per page for black and white and \$.20 per page for color and administrative charges for search, retrieval, and other direct administrative costs. Charges for CD reproduction are \$25 each. Administrative charges shall not exceed the salary 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.

Name (Print): _____

Signature: _____

*Send your request via facsimile to 770-463-8550 or e-mail: diane.white@chatthillsga.us
Or requests can be mailed to: City of Chattahoochee Hills, Attn: Diane White
6505 Rico Road, Chatt Hills, GA 30268*

OFFICE USE ONLY:

Date Received: _____

Received by: _____

Date Completed: _____

Approved for release by: _____

ORR #: _____

Amount Paid: _____ CA CK CR