

# REQUEST FOR PUBLIC RECORDS CITY OF HARTWELL

Date: \_\_\_\_\_  
 Name of Requester: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_  
 Email: \_\_\_\_\_

Pursuant to O.C.G.A. § 50-18-70 et seq., I am formally requesting to [ ] inspect or [ ] obtain copies of certain public records. In particular, records requested for inspection or copying are:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*\*\*\*

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 and administrative charges for search, retrieval, and other direct administrative costs, such administrative charges not to 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. (The requester is not charged for the first fifteen minutes of time.)

Name (Print): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Actual time of record preparation	____ Hrs. x \$ _____	= \$
Actual time of copying	____ Hrs. x \$ _____	= \$
\$0.10 copy per page	____ pages @ \$0.10	= \$
\$1.00 per DVD	____ copies @ \$1.00	= \$
\$0.50 per CD	____ copies @ \$.50	= \$
Postage		= \$
Other costs		= \$
<b>Total Actual Costs</b>		<b>= \$</b>

Please return this form to:

City of Hartwell  
 Attn: City Clerk  
 456 E. Howell Street  
 Hartwell, GA 30643

Date Received: \_\_\_\_\_  
 By Whom: \_\_\_\_\_  
 Completion Date: \_\_\_\_\_  
 Person Fulfilling Request: \_\_\_\_\_

**OFFICIAL USE ONLY**