

Date Completed: _____ Date Faxed: _____ Date Picked Up: _____ Request filled by: _____

**CITY OF DOUGLAS
OPEN RECORDS REQUEST FORM**

Name: _____

Address (city, state, zip): _____

Telephone No. () _____ Email Address: _____

TO: Custodian of Records of the City of Douglas

Date Requested: _____

Your request will be filled within three business days. In any instance where records are unavailable within three business days of receipt of the request, the City shall, within the three periods, provide you with a description of such records and a timeline for when the records will be available for inspection or copying and provide the responsive records or access to it as soon as practicable. A request made according to this article Under the Georgia Open Records Law (O.C.G.A. 50-18-71), I am requesting public records, specifically:

_____ **MADE AVAILABLE TO ME FOR EXAMINATION ONLY.** If the documents are not readily available, the custodian may schedule a date and hour to examine the requested material within a reasonable time.

_____ **PICKED UP** by my representative at a designated City of Douglas facility

I agree to pay any copying and administrative fees incurred in fulfilling my requests to the extent permitted by Georgia law. Such costs may include copying at \$.10 per page and administrative charges for search, retrieval, redaction, and other direct costs. Such administrative fees are not to exceed the salary of the lowest-paid full-time employee who, at the discretion of the custodian of the records, has the necessary skill and training to perform the request. (The requester will not incur fees for the first fifteen minutes of the employee's time.)

I understand and agree **not to bring** the following items when examining documents: photocopy machine, camera (digital, disposal, and video), cell phone, audio equipment, purses, briefcases, bags, and coats.

I understand that the City of Douglas may withhold information that is not "considered" public information under the Georgia Open Records Act. I also know that the City of Douglas must release only those documents that exist in their current state, and it is not necessary to compile or create specific information or formats for my use.

Requestor Signature Required: _____

City Attorney: _____

City Clerk: _____

The Requesting Party's responsibility is to:

Cost of the records and keeping all appointments to inspect and pick up copies. Failure to keep appointments may result in missing the opportunity to review the information at the requested time.