

WARE COUNTY OPEN RECORDS REQUEST

PURSUANT TO THE OPEN RECORDS LAW OR ACT, I WOULD LIKE TO ____ INSPECT AND COPY;
OR ____ OBTAIN COPIES OF (PLEASE CHECK ONE) THE FOLLOWING WARE COUNTY RECORDS:

(IN ORDER TO REDUCE ADMINISTRATIVE AND COPYING CHARGES, PLEASE PROVIDE AS DETAILED A DESCRIPTION AS POSSIBLE OF THE RECORDS THAT YOU ARE REQUESTING)

PLEASE CHECK ONE:

____ I WOULD LIKE TO REVIEW THE DOCUMENTS/RECEIVE THE COPIES WITHIN THREE BUSINESS DAYS OF THIS REQUEST OF THE RECORDS THAT ARE AVAILABLE; HOWEVER, I UNDERSTAND THAT IF THE RECORDS CANNOT BE PRODUCED WITHIN THREE BUSINESS DAYS, A TIMETABLE FOR THEIR RELEASE WILL BE PROVIDED TO ME; OR

____ I DO NOT NEED THE DOCUMENTS/ACCESS WITHIN THREE BUSINESS DAYS, BUT WOULD LIKE TO REVIEW THE DOCUMENTS/RECEIVE THE COPIES BY _____ (INSERT DESIRED TIMETABLE)

I UNDERSTAND THAT, PURSUANT TO O.C.G.A. §50-18-71, I MAY BE CHARGED ADMINISTRATIVE AND COPYING FEES FOR THE COST TO SEARCH, RETRIEVE, COPY, AND SUPERVISE ACCESS TO THE REQUESTED DOCUMENTS. THIS FEE REPRESENTS THE HOURLY RATE OF THE LOWEST PAID FULL-TIME EMPLOYEE WITH THE NECESSARY SKILL AND TRAINING TO RESPOND TO MY REQUEST, WITH NO CHARGE FOR THE FIRST FIFTEEN MINUTES THAT IT TAKES TO RESPOND TO THE REQUEST. THE CHARGE FOR COPIES IS GENERALLY .50 PER PAGE UNLESS OTHERWISE PROVIDED BY LAW. I AGREE TO PAY ALL COPYING AND OR ADMINISTRATIVE COSTS INCURRED WITH FULFILLING MY OPEN RECORDS REQUEST.

IF THERE ARE ANY QUESTIONS ABOUT MY REQUEST, CONTACT ME AT (____) _____.

SINCERELY,

DATE

REQUESTOR'S NAME AND ADDRESS