



BANKS COUNTY OPEN RECORDS REQUEST

Pursuant to the Georgia Open Records Act, I would like to: *(please check one)* inspect and copy; or obtain copies of the following Banks 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 if the records are available;

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)*

Pursuant to O.C.G.A. § 50-18-71, under the law, “an agency shall utilize the most economical means reasonably calculated to identify and produce responsive, non-excluded documents. The charge for the search, retrieval, or redaction of records shall not exceed the prorated hourly salary of the lowest paid full-time employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request; provided, however, that no charge shall be made for the first quarter hour.” O.C.G.A. § 50-18-71(c)(1). In addition, according to O.C.G.A. § 50-18-71(c)(2), copying charges are not to exceed \$0.10 per page or the actual cost of the cd, dvd or other media if electronic records are produced.

If costs are estimated to exceed \$25.00 you will be notified within three business days. O.C.G.A. §50-18-71(d). Advance payment is not required unless costs will exceed \$500. See O.C.G.A. § 50-18-71(d).

If the request is denied in whole or in part, Banks County will justify all redactions by reference to the exemptions in the Act, specifying code section, subsection and paragraph. O.C.G.A. § 50-18-71(d).

Requested records will be provided within the three-day limit or written reasons why the records are unavailable in this time period will be given along with a timetable for their production. O.C.G.A. § 50-18-71(b)(1)(A).

If there are any questions about my request, I may be contacted at: (_____) _____ - _____. *(please insert daytime telephone number)* or by email at _____ *(please insert email address)*.

Requestor

Date

_____ *(printed name)*

_____ *(address)*

Internal use only:

Date:

Fee:

Receipt #: