Administrative Open Records Request Form

Updated **MAY 2023**

The Georgia Open Records Act, § 50-18-70, et seq, outlines the process for how the public can request and inspect governmental records. Please note that not all governmental records are public records. No public officer or agency must prepare a new report, summary, or compilation if no such record exists when a member of the public submits an Open Records Request. O.C.G.A. § 50-18-71 (j). Even if a record exists at the time of the request, state law may treat some or all of the information contained in such record as exempt from disclosure or confidential. The Georgia Open Records Act outlines applicable exemptions in O.C.G. A. § 50-18-72, and there are numerous confidentiality statutes in federal and state law which may be applicable to an Open Records Request.

To provide you with responsive records in as efficient and economical a fashion as possible, we request that you complete this written request in its entirety. Precise identification of the records you seek will help us get the records to you as quickly as possible and for the least cost. Your contact information will allow us to provide you with an estimate of the cost to retrieve and prepare the records.

Name

Mailing Address

Email Address Phone

Subject Matter

Dates

Department Creating or Maintaining the Record

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, redaction, and other direct 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.)

Print Name Signature Date