



TROUP COUNTY
G E O R G I A

Open Records Request Form

Pursuant to the Georgia Open Records Act, I would like to (please check one) inspect & copy [☐] or obtain copies [☐] of the following Troup County records (In order to reduce administrative and copying fees, please provide as specific and as detailed a description as possible, using the best information known to you, when requesting public records. This will allow the County to best honor your request):

Please check one:

[☐] I would like to review the documents and/or receive the copies within three (3) business days of this request if the records are available, however, I understand that if the records cannot be produced within three (3) business days, a timetable for their release will be provided to me; or

[☐] I do not need the documents and/or access to the documents within three (3) business days, but I would like to review the documents and/or receive the copies by: _____
(insert the desired date).

I understand that pursuant to the Georgia Open Records Act (O.C.G.A. 50-18-70 thru 50-18-72), I may be charged administrative and copying fees for the cost of searching, retrieval, redaction, production, copying, and supervised 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 (15) minutes that it takes to respond to my request. The charge for copies is \$0.10 per page for letter and/or legal sized documents and the actual cost for non-standard documents or electronic media, however, higher fees for certified copies or other specialized records (i.e. maps, plats, etc.) may be charged, if provided by law. **I agree to pay all copying and/or administrative costs, as outlined above, incurred with fulfilling my Troup County open records request.**

Requester's Signature: _____ Date: _____

Requester's Contact Information:

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (personal): _____ Telephone (work): _____

Email (personal): _____ Email (work): _____