



# City of Nahunta

Post Office Box 156 • Nahunta, Georgia 31553 • Phone: 912-462-5631

## Open Records Request

*Please type or print legibly*

Date of Request: \_\_\_\_\_, 20\_\_

Requester's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

You will receive a response to your request within three (3) business days as pursuant to Georgia Open Records Law (O.C.G.A.50-18-70).

I am requesting public records, specifically: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ to be  
\_\_\_\_\_ **made available to me for examination only.** I understand that if the documents are not readily available, the custodian of records may schedule a date and hour, within a reasonable time, for my examination of the documents.

\_\_\_\_\_ **picked up** by myself or my representative at the Nahunta City Hall 1199 Main St. North, Nahunta, Ga 31553.

\_\_\_\_\_ **Sent** to me via: e-mail, fax, postal service (circle choice) at the information provided above.

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 administrative fees, which may include search, retrieval, and/or redaction of records at the rate 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, after the first quarter hour (first quarter hour is at no cost). Fees may also be incurred for copying at a rate of \$.10 per page (letter or legal size). In the case of electronic records, the charge will be the actual cost of the media on which the records or data are produced. If estimated charges are estimated to exceed \$25.00 you will be notified prior to the request be completed. If the request is estimated to exceed \$500.00 payment up front may be required.

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

Requestor's Signature (required) \_\_\_\_\_

City Clerk's Signature: \_\_\_\_\_

Received Stamp

Date completed: \_\_\_\_\_ Faxed: \_\_\_\_\_ Picked up: \_\_\_\_\_ Request filled by: \_\_\_\_\_

Delivered by: \_\_\_\_\_ Delivered to: \_\_\_\_\_ Date/time: \_\_\_\_\_