

West Georgia Regional Library System
Open Records Officer
RE Open Records Request
124 W Chandler Street
Carrollton, GA 30117
Date: _____

Open Records Request

Pursuant to the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.), I am requesting the following records. Please be as specific as possible regarding dates, times, and details.

Under Georgia law an agency may impose a reasonable charge for the search, redaction, and production or copying cost of records responsive to an open records request. The time expenditure cost will be calculated by using the hourly salary of the lowest paid employee qualified to conduct the research of an open records request, with no charge for the first quarter hour of employee time expended. Each photocopy will be 10 cents per page. Other fees may apply for different types of media and formats, mailing costs, certified copies, or other reasonable administrative costs. In some instances, the requestor's agreement to pay costs or prepayment of costs may be required prior to the agency's search, retrieval, review or production of the requested records. Payments may be made by check or money order payable to the "West Georgia Regional Library System" with "Open Records Request" in the memo line. Please mail to the attention of the "Open Records Officer."

Submitted by:

Name: _____

Email address: _____

For Internal Use:

Received by staff member _____ at the _____ Library on _____