City of Chatsworth, Georgia

OPEN RECORDS REQUEST

Office Use:
Date/Time Received: _____
Received by: _____
Responded: _____
Date Completed: _____

It is the policy of the City of Chatsworth to comply with the spirit of the Open Records Act. In accordance with the Open Records Act, the City of Chatsworth has three business days to respond to your request. It is important to note that a response does not mean the records will be available within the three-day timeframe, some records are not readily accessible. When records are not readily obtainable a timeline will be provided to you when the records will be available for you.

You will receive a written notice with an **estimated** cost to fulfill your request within three days. The **final** cost will be provided when the information retrieval and other direct administrative costs are calculated when your application is fulfilled, including ten (10) cents a page for each copy. If the records cost is under twenty-five dollars ($25.00), there will be no charge for your inquiry. If the cost is not agreeable, you may amend your request or withdraw your request. The City of Chatsworth will provide fifteen (15) minutes free for search and retrieval. After fifteen (15) minutes, the hourly charge shall not exceed the salary of the lowest paid employee who has the necessary skills and training to carry out the request. If available, electronic records will be provided and may only include search and retrieval charges.

Pursuant to Georgia Code § 50-18-70 and Georgia Code § 50-18-71, I am requesting:

_____ **To Obtain Copies** _____ **To Inspect/Review**

Date: _____

Name: _____

Address: _____

_____

Phone: _____

Email: _____

Response Preference? _____ **Phone Call** _____**Email**

Detailed Description of Information Needed (Use additional paper if needed)

_____

_____

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