

Whitfield County Board of Commissioners



OPEN RECORDS REQUEST FORM

Applicant Information

Contact Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Tel: _____ Fax _____ Email _____

Type Of Request

Type of Request (*Select one*): View Information Obtain Copies

Subject Information

Identify Specific
Records Being
Requested

Information Being Requested

- Court Records Other (*please specify*)
- Meeting Minutes
- Financial
- Audio Recordings

NOTICE

Some public records are exempted by law from disclosure. You will be notified within three (3) business days if the information requested is a public record available for inspection and/or copying and the associated costs. Archive retrieval typically takes 1 to 2 weeks. If your request necessitates an unusual cost or burden, you may be charged a reasonable fee for search, retrieval and other direct administrative costs.

I fully understand the notice and fees outlined herein and agree to pay these costs.

Signature: _____

Date _____

8.5" x 11" to Legal Copies	\$0.25 Each (\$0.89 For Color)
11" x 17" Color Copies	\$1.78 Each
Audio Copies	\$1.50 Each
Search Time	\$ Hourly rate of the lowest wage earner in the department information is requested from. (No Charge for First 30 Minutes)

ALL FEES MUST BE PAID PRIOR TO RECEIVING RECORDS