



CITY OF HOLLY SPRINGS REQUEST FOR PUBLIC RECORDS

Name of Requester: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Pursuant to O.C.G.A. § 50-18-70 et seq., I am formally requesting to inspect or obtain copies of certain public records. In particular, the specific records that I am request are (include case #s, dates, and other pertinent information):

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

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 copying charges of \$.10 per page (letter and legal size) and administrative charges for search, retrieval, and other direct administrative costs, such administrative charges not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request. (The requester is not charged for the first fifteen minutes of time.)

Name (Print): _____

Signature: _____

Date: _____

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.

Please return this form to:

City Clerk's Office

Karen Norred

3237 Holly Springs Pkwy

PO Box 990

Holly Springs, GA 30142

Phone: 770-345-5536

Fax: 770-345-0209

Email: knorred@hollyspringsga.us



CITY OF HOLLY SPRINGS RECORD RETRIEVAL FEES

The following fees may be charged:

Actual time of search (varies)	_____ Hrs x \$ _____	= \$ _____
Actual time of retrieval (varies)	_____ Hrs x \$ _____	= \$ _____
Actual time of redaction (varies)	_____ Hrs x \$ _____	= \$ _____
\$0.10 per page copy (letter or legal size documents)	_____ pages @ 0.10	= \$ _____
Other documents – actual cost of producing the copy	_____ pages @ _____	= \$ _____
Electronic records – actual cost of the media on which records are produced		= \$ _____
Postage		= \$ _____
Total actual costs:		= \$ _____

The requester is not charged for the first fifteen minutes of time. Charges for time are not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request.