CITY OF HOLLY SPRINGS REQUEST FOR PUBLIC RECORDS

Name of Requester: _					
Company:					
Mailing Address:					
City:			State:	Zip:	
Phone:	I	Fax:	Emai	1:	
				ect or obtain copies of cer e case #s, dates, and othe	
Type of Request (Sel	ect one):	View Infor Obtain Elec	mation	Obtain Hard Copies applicable)	
permitted by Georgia and administrative c charges not to exceed	harges for search the salary of the ne necessary skill	sts may include cop h, retrieval, and o e lowest paid full-t	pying charges of a ther direct admin time employee wh	\$.10 per page (letter and istrative costs, such admo, in the discretion of the . (The requester is not c	legal size) ninistrative custodian
I acknowledge that willfully discloses, di				rds or information know demeanor.	vingly and
Name (Print):					
Signature:					
Date:					
Some public recor	ds are exempt	by law from di	sclosure. You v	vill be notified within	three (3)

Some public records are exempt 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	pages @ 0.10	=\$
documents)		
Other documents – actual cost of producing	pages @	=\$
the copy		
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.

