



60 Booster Field Drive
Whitesburg, Georgia 30185
Phone: 770-834-0848 Fax: 770-832-1180
www.whitesburg-ga.com

OPEN RECORDS REQUEST

DATE: _____
NAME: _____
ADDRESS: _____
PHONE: _____
E-MAIL: _____

REQUESTED RECORDS:

Please be as specific as possible. Include names, dates, and citation or incident number, for the records you need.

Thank you for your request to review City of Whitesburg records and your interest in city government. After reviewing your request, you will be notified within three business days if the documents requested are subject to release under the Open Records Law. You will also be notified of the estimated cost to search, retrieve, copy and supervise access to the requested documents. (O.C.G.A. § 50-18-71). This fee represents the hourly rate of the lowest paid full-time employee with the necessary skills and training to respond to your request. There is no charge for the first fifteen minutes. The charge for copies is generally \$.10 per page unless otherwise provided by law.

Contact the Court Clerk, April Fordham at 770-834-0848 if you have any questions.
All requests can be emailed to afordham@whitesburg-ga.com