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cityofcovington.org

Open Records Request Form

Pursuant to the open records law, I would like

(please check one)

_____ to inspect and copy;

_____ to obtain copies of

the following City of Covington record(s):

(in order to reduce administrative and copying charges, please provide as detailed a description as possible of the record(s) that you are requesting)

Please check one:

_____ I would like to review the documents/receive the copies within three (3) business days of this request if the records are available; however, I understand that if the records cannot be produced within three business days, a timetable for their release will be provided to me; or

_____ I do not need the documents/access within three (3) business days, but would like to review the documents/receive the copies by _____. (insert desired timetable)

I understand that pursuant to O.C.G.A § 50-18-71, I may be charged administration and copying fees for the cost to search, retrieve, copy and supervise access to the requested documents. This fee represents the hourly rate of the lowest full-time employee with the necessary skill and training to respond to my request, with no charge for the first fifteen minutes that it takes to respond to the request. The charge for copies is \$.10 per page unless otherwise provided by law. I agree to pay all copying and/or administrative costs incurred with fulfilling my open request.

If there are any questions about my request, I may be contacted at (_____) _____ - _____.

Signature of Requestor

Date

Printed Name

Address: _____ City/State/Zip _____

Email: _____

**Please return to questions@cityofcovington.org
or mail to**

City of Covington • P.O. Box 1527 • Covington, GA 30015

Office use only

Completed by: _____ Date(s): _____ Total research hours: _____
Copying Fee: _____ Administrative Fee: _____ Amount Paid \$ _____ Check # _____/Cash