



AL HOYLE, Mayor
Sharon Spivey, City Clerk
David Westmoreland, Mayor Pro-Tem

CITY OF ELLIJAY
Georgia's Apple Capital

COUNCIL MEMBERS
Charles Barclay Al Fuller
Ruth Caudell Kathryn Lancey
David Westmoreland

GEORGIA OPEN RECORDS ACT – REQUEST FORM

Requester's Name: _____ Telephone #: _____

E-mail Address: _____ Fax #: _____

Mailing Address: _____

Completed by: _____ Date: _____

Date Received: _____ Time Received: _____

Request Received by: ☐ Mail ☐ FAX ☐ E-Mail ☐ Phone ☐ Visit

Name of Responding Representative: _____

Determination: ☐ Record(s) subject to disclosure
☐ Record(s) NOT subject to disclosure

Date Requester Advised of Availability/
Non-availability of Record(s): _____ Date Record(s) Made Available: _____

Method: ☐ Records Prepared for Viewing ☐ Computer Records Copied to Disk
☐ Photocopies Made ☐ Electronic Transmission ☐ Other; Specify _____

Number of Documents (approximate number of pages) Made Available: _____

Number of Copies Provided: _____ Amount Charged: _____

Additional Comments: _____

