

City of Brunswick

OPEN RECORDS REQUEST FORM

Please complete sections I - III and submit request to Naomi Atkinson, City Clerk, via email at natkinson@cityofbrunswick-ga.gov or hand delivery. Pursuant to O.C.G.A. §50-18-71; records will be made available within **three business days (72 hours)** of the receipt of the request. If the records are found to be unavailable within that time frame you will be provided with a timeline for when the records will be available.

SECTION I – PERSONAL INFORMATION

Name: _____ Company: _____

Address: _____ Date: _____

Phone: _____ Email (Required for PDF): _____

SECTION II - NATURE OF RECORDS SOUGHT

The City of Brunswick is dedicated in complying with the Georgia Open Records Act O.C.G.A. §50-18-70 et seq. Public record is defined to include all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, data, data fields, or similar material prepared and maintained or received in the course of the operation of an agency.

In order to provide you with responsive records as efficiently as possible, we ask that you carefully detail your request below:

SECTION III - RECORDS DELIVERY METHOD

How would you like to receive the records? (Circle One) Inspect / Copy / Email(PDF)

Would you like to be contacted prior to production of records if costs will exceed \$25? (Circle One) Yes / No

SECTION IV - ACTUAL CHARGES (To be completed by staff)

Administrative Time Charge:

- | | | |
|--------------------------|--------------|-----------------|
| 1) search | ____ hour(s) | \$____ per hour |
| 2) retrieval | ____ hour(s) | \$____ per hour |
| 3) monitoring inspection | ____ hour(s) | \$____ per hour |
| 4) copying | ____ hour(s) | \$____ per hour |
| 5) redacting | ____ hour(s) | \$____ per hour |

Total Charge for Time: \$____

Page Count: _____ at **\$0.10** per page \$____

Other reproduction costs (Specify) _____ \$____

TOTAL DUE: \$____

****Requestor may be charged administrative and copying fees for the cost to search, retrieve, copy, redact, and supervise inspection of the requested documents. The fee for copying is generally \$.10 per letter or legal size page unless otherwise provided by state law. In the case of other documents, requestor may be charged the actual cost to produce such documents. In addition, the hourly rate of the lowest paid full-time employee copying and administrative cost incurred in fulfilling said open records request.**