

The City of McRae-Helena is dedicated to complying with the Georgia Open Records Act. In order to provide you with responsive records in as efficient and economical a fashion as possible, we request that you complete this written request for records. Precise identification of the records you seek will help us get the records to you as quickly as possible and for the least cost. Your contact information will allow us to provide you with an estimate of the cost to retrieve and prepare the records.

Name of Requester: _____

Address: _____

Phone: _____

Email Address: _____

All of the following identify and limit the records I am requesting:

Subject Matter: _____

Department Creating or Maintaining the Record: _____

Dated between _____ **and** _____

Contain the names or titles of the following person(s) _____

Database containing the record: _____

Please indicate here if you would prefer to inspect records rather than receive copies.

I agree to pay any copying and/or administrative costs incurred in fulfilling my requests to the extent permitted by Georgia law. Such costs may include copying charges of \$.10 per page and administrative charges for search, retrieval, redaction, and other direct costs, such administrative charges 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. (The requester is not charged for the first fifteen minutes of time.)

Name (Print): _____

Signature: _____

Please return this form to: McRae-Helena City Hall
Attn: Heather Livingston
PO Box 55157
25 S. First Avenue
McRae Helena, GA 31055