



Planning & Development
4385 Pecan Street
P.O. Box 39
Loganville, GA 30052

OPEN RECORDS REQUEST

DATE \_\_\_\_\_

TIME: \_\_\_\_\_

The City of Loganville 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. I agree to pay any copying and/or administrative costs incurred in fulfilling my request 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 changes 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.) I understand that the City cannot provide records for the purpose of commercial use. The City neither can develop records that are not routinely kept.

RECORDS REQUESTED: This \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

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

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

Subject Matter: \_\_\_\_\_ Dated Between: \_\_\_\_\_ & \_\_\_\_\_

EXPLANATION FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Requesting

Address

Printed Name

Phone Number

Email Address

Copies released this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Number of Copies \_\_\_\_ x \$.10 = \$ \_\_\_\_\_

Hours researched and prepared = \$ \_\_\_\_\_

Additional fees may apply \$ \_\_\_\_\_ Fee explanation: \_\_\_\_\_

Total charge: \$ \_\_\_\_\_ City employee/official (taking request) \_\_\_\_\_