



CITY OF MOUNTAIN PARK

Incorporated 1927

OPEN RECORDS REQUEST

Pursuant to the open records law, I would like to : _____ inspect and copy; or _____ obtain copies (please check one) of the following City of Mountain Park records:

(In order to reduce administrative and copying charges, please provide as much detail as possible.)

Please check one:

- 1. _____ I would like to review the documents/receive the copies within three 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 the release will be provided to me; or
2. _____ I do not need the documents/access within three business days, but would like to review the documents/receive the copies by _____ (insert desired date).

I understand that, pursuant to O.C.G.A. § 50-18-71, I may be charged administrative and copying fees for the cost to search, retrieve, copy and supervised access to the requested documents. This fee represents the hourly rate of the lowest paid 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 records request.

If there are any questions about my request, I may be contacted at: _____ (please insert daytime telephone number)

Requestor's Signature _____

Date _____

Printed Name _____

Address _____

For City Hall Use Only

Date documents/copies were provided: _____

Number of copies _____ x \$.10 = _____

Electronic media copies _____ x \$25 = _____

Research time @ \$16.50/ hour = _____

Total charge = _____

Received by: _____

Date Paid: _____

Method of Payment: _____

(CASH or CHECK only)



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OPEN RECORDS REQUEST **INFORMATION**

- Requests may be made orally or in writing.
- Written requests may be made in one of the following 4 ways:
 1. Drop off directly to City Hall at 118 Lakeshore Dr., Roswell, GA 30075
 2. Mail to City of Mountain Park, 118 Lakeshore Dr., Roswell, GA 30075
 3. Fax to 770-993-5903
 4. Email to city.clerk@mountainparkgov.com
- Please allow a 3 day response for your request. This three day response period begins when the City Clerk gets the request – not when it arrives at City Hall or is given to another city employee or official.
- The person requesting the records may be asked to make an appointment to review, inspect or copy any documents.
- Costs:
 - \$.10 (cents) per copy
 - \$5.00 for certification
 - \$16.50 per hour for research
 - \$25.00 per copy of electronic media
- Payments must be made with cash or check.

**** In Accordance with Georgia's Sunshine Laws****