



**WARE COUNTY
BOARD OF COMMISSIONERS**
Open Records Request

Pursuant to the Open Records Law or Act, I would like to **INSPECT AND COPY** or **OBTAIN COPIES OF** the following Ware County records (In order to reduce administrative copying charges, please provide as detailed a description as possible of the records that you are requesting.):

DESCRIBE REQUESTED RECORDS

Please select one of the following:

- I would like to review the document(s)/receive copies within three (3) business days of this request, if the records are available; however, I understand that if the records cannot be produced within that time, a timetable for their release will be provided to me.
- I do not need the document(s)/access within three (3) business days, but would like to review the document(s)/received copies by: _____.

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 supervise access to the requested document(s). 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 (15) minutes that it takes to respond to the request. The charge for copies is generally: \$0.10/page unless otherwise provided by law; CAD documents \$10.00/incident; reproduced audio (emailed or picked up) \$20.00/each; certified mail \$30.00; criminal histories \$15.00; monthly report for housing authority \$125.00; private apartment complex \$50.00. 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 contact using the information below:

REQUESTOR NAME		DATE	
ADDRESS	CITY, STATE		ZIP CODE
PHONE NUMBER	EMAIL ADDRESS		