



CITY OF STATESBORO

REQUEST FOR RECORDS

The City of Statesboro 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 estimated cost to retrieve and prepare the records.

Name of Requester: _____

Address: _____

Phone: _____ Email: _____

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

(Please be as detailed as possible)

Subject Matter: _____

Dated between _____ and _____

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: _____

No request shall be deemed filed until served upon the Open Records Officer, either by hand delivery to the Officer at City Hall; 50 East Main Street, Statesboro, Georgia 30458; by certified United States mail to Open Records Officer, P.O. Box 348, Statesboro, Georgia 30459, return receipt requested; by statutory overnight delivery to 50 East Main Street, Statesboro, Georgia 30458; by email to openrecordsofficer@statesboroga.gov, or by facsimile transmission to 912-764-8258.