

**OPEN RECORDS REQUEST**

(Please Print Clearly)

1. **Applicant Information** - All sections must be completed by the applicant.

APPLICANT NAME

FIRM NAME

ADDRESS

CITY/STATE/ZIP

TELEPHONE NO.

FAX NO.

2. **Type of Record or Information Requested** - Please describe in as much detail as possible the record or information being requested.

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

3. **Purpose of Request** - Please identify the purpose of your request.

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

**CITY OF SNELLVILLE USE ONLY**

**FEES**

- Copy Charge \$ \_\_\_\_\_  
( \_\_\_\_\_ copies @ 10¢ per page)
  - Search Charge \$ \_\_\_\_\_  
( \_\_\_\_\_ hours @ \$14.00 per hour)
  - Retrieval Charge \$ \_\_\_\_\_  
( \_\_\_\_\_ hours @ \$14.00 per hour)
  - Admin. Charge \$ \_\_\_\_\_  
( \_\_\_\_\_ hours @ \$14.00 per hour)
  - Other Charge \$ \_\_\_\_\_  
(i.e. video tape, audio tape, map)
- TOTAL FEES \$ \_\_\_\_\_

**TRACKING INFORMATION**

- Log Book No. \_\_\_\_\_
- Date Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Received by:

\_\_\_\_\_

- Date Issued \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Issued by:

\_\_\_\_\_

OR

- Date Denied \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason for Denial:

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

Processed by:

\_\_\_\_\_

# City of Snellville Open Records Request

**PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS AND LIMITATIONS BEFORE MAKING YOUR REQUEST.**

Pursuant to O.C.G.A. § 50-18-70, *et seq.*, it is possible for certain records maintained by a governmental agency to be made available to the public. For purposes of complying with the intent of the applicable legislation, the following definitions and instructions are provided for your convenience. A "public record" shall mean all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, or similar material prepared and maintained or received in the course of the operation of a public office or agency. "Public records" shall also mean such items received or maintained by a private person or entity on behalf of a public office or agency which are not otherwise subject to protection from disclosure.

The individual in control of such public record shall have a reasonable amount of time to determine whether or not the records requested are subject to access under the Open Records Act. In no event shall this time exceed three (3) business days.

The City may charge and collect a uniform copying fee not to exceed **10¢ per page** for each document copied. In addition, a reasonable charge may be collected for search, retrieval, and other direct administrative costs for complying with a request under the Open Records Act. The hourly charge shall not 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, in no event shall this charge be less than **\$14.00 per hour**, provided however, that no charge shall be made for the first quarter hour.

The City does not have to notify the requesters of charges less than \$25. In situations where the estimated costs are between \$25 to \$500 the City must estimate the costs for the requester, but may not insist on prepayment before allowing a requester to review records. If estimated costs exceed \$500 the City may insist on prepayment before beginning search and production. If a requester has not paid the charges for a prior request, the City may insist on prepayment for future requests until the payment is made or the issue is resolved.

**Generally speaking, public disclosure shall not be required for records that are:**

a) Specifically required by the federal government to be kept confidential; b) Medical or veterinary records and similar files, the disclosure of which would be an invasion of personal privacy; c) Records compiled for law enforcement or prosecution purposes; d) Records that consist of confidential evaluations prepared in connection with the hiring of a public officer or employee or those related to the suspension, firing or investigation of complaints against public officials; e) Real estate appraisals, engineering or feasibility estimates related to acquisition of real property, until such time as the property has been acquired; f) Records that would reveal the home address or telephone number, social security number, or insurance or medical information of law enforcement officers, judges, correctional employees, and prosecutors or identification of immediate family members or dependents thereof.

**The Open Records Act shall not be construed to repeal or abridge the following:**

a) The attorney-client privilege recognized by state law to the extent that a record pertains to the requesting or giving of legal advice or the disclosure of facts concerning or pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions; b) The confidentiality of attorney work product; or c) State laws making certain tax matters confidential.

**ONLY ONE (1) REQUEST WILL BE ACCEPTED PER PERSON, PER FORM. IF YOU ARE REQUESTING INFORMATION CONCERNING SEVERAL DIFFERENT MATTERS, PLEASE FILL OUT A NEW REQUEST FOR EACH RECORD OR TYPE OF INFORMATION YOU ARE REQUESTING.**

**PLEASE FILL IN THE FORM COMPLETELY, IDENTIFYING THE SPECIFIC MATERIALS OR DOCUMENTS YOU ARE REQUESTING. INCOMPLETE REQUESTS TAKE MORE TIME TO PROCESS AND COULD RESULT IN HIGHER FEES BEING CHARGED FOR THE TIME IT TAKES TO RESEARCH YOUR REQUEST AND RETRIEVE THE NECESSARY DOCUMENTS AND MATERIALS.**

**THANK YOU FOR YOUR COOPERATION.**