

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, redact, and supervise inspection of the requested documents. The fee for copying is generally \$.10 per letter or legal size page unless otherwise provided by state law. In the case of other documents, I understand that I may be charged the actual cost to produce such documents. In addition, the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to my request will be charged after the first 15 minutes. I agree to pay all copying and administrative costs incurred in fulfilling my open records request

Date/Time of Request: _____

Name of Requestor: _____

Cellphone/Phone: _____

Email _____

Records Request: (please include names, the case number if known, dates, type of records, etc)

Employee Receiving Request: _____

Employee Fulfilling Request: _____

Date Request was Completed: _____

Amount Charged: _____

Time Sheet

DATE	Time Began	Time Stop	Total Amount of Time
			-15 minutes