



Where Georgia comes together.

City of Perry  
Open Records Request Form

The City of Perry is dedicated to complying with the Georgia Open Records Act. In order to provide you with responsive records in an efficient and economical 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 estimate of the cost to retrieve and prepare the records.

Name of Requester:

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Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address:

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Other Contact Information:

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**I AM REQUESTING THE FOLLOWING DOCUMENTS: (please be specific)**

**I WOULD LIKE THESE DOCUMENTS: (check one)**

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> EMAILED     | <input type="checkbox"/> MADE AVAILABLE FOR INSPECTION |
| <input type="checkbox"/> PHOTOCOPIED | <input type="checkbox"/> DIGITAL CD COPY               |

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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 per page and administrative charges for search, retrieval, redaction, and other direct costs, such as 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:** \_\_\_\_\_