

PERRY POLICE DEPARTMENT

Request for Disclosure of Documents Under the Open Records Act

Chief Steven Lynn
Perry Police Department
1207 Washington Street
Perry, GA 31069

Dear Chief Lynn,

Pursuant to O.C.G.A. § 50-18-70 et seq., this letter constitutes a formal request to inspect and/or copy certain public records pertaining to _____.

Records requested for inspection shall include but not be limited to all public records, meaning documents, papers, letters, maps, books, tapes, photographs or similar material prepared and maintained or received in the course of the operation of _____.

In particular, this request shall include the following specific records:

Please make these records available for inspection at _____ am/pm, on the _____ day of _____, 20____. Thank you for your cooperation in this matter. I look forward to your reply, and, if your agency is in custody of the requested documents, to disclosure within three (3) business days of the date on which this request for disclosure is received.

Sincerely yours,
