



Sumter County Board of Commissioners

500 West Lamar Street, Suite 100
P.O. Box 295
Americus, Georgia 31709
Phone: (229) 928-4500
Fax: (229) 928-4503
Website: www.sumtercountyga.us

OPEN RECORDS REQUEST FORM

Pursuant to the Open Records Law, I would like

- To inspect and copy
- To obtain copies
- To obtain information via email

Email address _____

Of the following Sumter County Board of Commissioners record(s):

(in order to reduce administrative and copying charges, please provide as detailed a description as possible of the record(s) that you are requesting)

Please check one:

- I would like to review that documents/receive the copies within three (3) business days of this request *if the records are available*; however, I understand that if the records cannot be produced within three business days, a timetable for this release will be provided to me; or
- I do not need the documents/access within three (3) business days, but would like to review the documents.
 - Receive the copies by _____.

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 and supervise access to the requested documents. The fee represents the hourly rate of the lowest paid full time employee with the necessary skills and training to respond to my request, with no charge for the first fifteen minutes that it takes to respond to the request. The charge for copies is \$.10 per page unless otherwise provided by law. I agree to pay all copying and /or administrative cost incurred with fulfilling my open records request form.

If there are any questions about my request, I may be contacted at _____

Or emailed at _____

Signature of Requestor _____ Date _____ Printed Name _____

Address _____ City/State/Zip _____

OFFICE USE ONLY:

Completed By: _____ Date(s): _____ Total Research Hours: _____
Copying Fee: _____ Administrative Fee: _____ Amount Paid: _____ Check # _____ /Cash
Emailed to: _____