

OPEN RECORDS REQUEST

DATE: _____

Name of Person making Request: _____

Address: _____

City, State, Zip: _____

Dear City of Flovilla

Applicable Department: (i.e., City Hall, Code Enforcement, Community Development, Fire Department, Street Department, Water Department, etc.) _____

Pursuant to the Georgia Open Records Law (O.C.G.A § 50-18-70 et seq.) (the "Law"), you are hereby requested to make available for review and copying all files, records and other documents in your possessions that refer, reflect or relate to _____ . This request includes, but is not limited to, all documents, notes, correspondence and memoranda evidencing

_____, and all communication and correspondence in whatever tangible medium between and among _____ and _____ .

If this request is denied in whole or in part, we ask that you cite in writing the specific statutory exemption upon which you have relied, as required by law. We also ask that you release all separate portions of otherwise exempt material. Please waive any costs associated with this request, or first inform us about such costs as required by Georgia law.

As you know, the Law requires a response by you within three business days of your receipt of this letter and provides sanctions for non-compliance. I look forward to hearing from you.

Sincerely,

Signature

Date

*[DELIVERY SHOULD BE BY HAND DELIVERY OR
BY CERTIFIED MAIL-RETURN RECEIPT REQUESTED]*

For office use only:

Date request officially received: _____

City official: _____