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CITY CLERK  
DAWNNE GREENE

## City of Richmond Hill Open Records Request

Date: \_\_\_\_\_

Pursuant to O.C.G.A. §50-18-70 et seq., I am formally requesting to inspect certain public records. In particular, records requested for inspection are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 of \$0.10 per page and administrative charges for search, retrieval, and other direct administrative costs, such 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. In no event will the total costs exceed \$\_\_\_\_\_ per hour.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Total Cost: \_\_\_\_\_ Date Paid: \_\_\_\_\_