



CATOOSA COUNTY BOARD OF COMMISSIONERS
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OPEN RECORDS REQUEST

Rev. 1-4/2012—HB 397 update

Pursuant to the open records law, I would like to: _____ inspect; or _____ obtain copies (select one) of the following Catoosa County Records:

Item No.	<input checked="" type="checkbox"/>	Record Description
1		
2		
3		
4		
5		
6		
7		
8		

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

Please Initial:

_____ I understand that by law Catoosa County has to respond to me within three 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 their release will be provided to me.

_____ 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. This fee represents the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to my request, with no charge for the first 15 minutes that it takes to respond to the request. The charge for copies is generally \$.10 per page unless otherwise provided by law. I agree to pay all copying and/or administrative costs incurred with fulfilling my open records request.

If there are any questions about my request, I may be contacted at: (_____) _____ - _____, or by email at: _____.

 Requestor Signature _____
 Date

_____ (print name)
 _____ (print address)
 _____ (print address)

FOR OFFICE USE ONLY—Print Clearly		
Date	Action	County Employee / Title / Department
	Received Request	
	County Clerk Approval	
	Filled Request	
	Fee Charged—Amount: \$ _____	
	Form & Fee to County Clerk	