



## CITY OF NORCROSS

*Pursuant to the Georgia Open Records Act § 50.18.70 et seq., I am requesting an opportunity to inspect or obtain copies of public records.*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SPECIFIC RECORDS REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Undersigned agrees and is hereby responsible for the cost of the number of copies made and a charge commensurate with the hourly wage of the employee who is conducting the search, for all time said employee is absent from normal duties.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

### *For Staff Use Only*

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Media: \_\_\_\_\_ qty. \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

Number of Copies provided: \_\_\_\_\_ @ \$0.10 per page = \$ \_\_\_\_\_

Date records were emailed: \_\_\_\_\_

Employee Time: \_\_\_\_\_ Hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

**TOTAL COST: \$ \_\_\_\_\_**

**\*\*NOTE:** Please indicate whether you wish copies of documents provided for inspection. Copies will be provided at a rate of \$0.10 per page [Georgia Code 50-18-71©]. A charge will also be made for all time of City employees if the time needed to search for requested documents exceeds 15 minutes.

**ORIGINAL RECORDS ARE NOT TO BE REMOVED FROM THIS OFFICE**