



CITY OF SUGAR HILL
OPEN RECORDS REQUEST

Date:		
Name:		
Address:		
City, State:		
Zip Code:		
Telephone	Office:	
	Home:	
Facsimile:		
Email:		

IMPORTANT NOTIFICATION:

In accordance with the Open Records Act, the City of Sugar Hill has *three* business days to respond to your request. It is important to note that a response does not necessarily mean the records will be available within that timeframe because some records are not readily accessible. In these instances, a timeline will be provided as to when the records are expected to be available.

You will receive a written notice along with an *estimated* cost to fulfill this request giving an option to proceed, amend or withdraw your request. Proceeding with the request means you accept responsibility for all applicable charges, as allowed by the Open Records Act. The final cost will be provided when the request has been completed and it may include: **copying charges of .25 per page, administrative charges for search, retrieval, and other direct administrative costs**. The City must provide at least fifteen (15) minutes free for search and retrieval and after that, the hourly charge, which is imposed, shall not exceed the salary of the lowest paid employee who has the necessary skill and training to carry out the request.

REQUEST: Pursuant to O.C.G.A. §50-18-70 et seq., I am formally requesting:

To Inspect/Review

To Obtain Copies

DETAILED DESCRIPTION OF INFORMATION REQUESTED

RETURN THIS FORM TO: City Clerk's Office - City of Sugar Hill
 4988 West Broad Street
 Sugar Hill, GA 30518
 Telephone: 770-945-6716
 Facsimile: 678-714-8145
 Email: jwhittington@cityofsugarhill.com