

# Open Records Request

Under O.C.G.A. § 50-18-70

City of Locust Grove

Community Development Department

I/We hereby make a request under O.C.G.A. § 50-18-70 for the following documents under control of the Community Development Department of the City of Locust Grove, Georgia.

The following items (please be detailed as possible) I/We request of the city:

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| Name(s):             |  |
| Address:             |  |
| City/State/ZIP Code: |  |
| Telephone:           |  |

## Notice of Conditions Under O.C.G.A. § 50-18-70

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I/We (Requestor) are aware under this request that the City of Locust Grove may take up to three (3) days in which to respond to the availability of the document(s). \_\_\_\_\_ (Initial) **NOTE:** if the request will take more than the mandatory three days, the city will respond in writing within that three-day period to give you an estimate of the time.

We also are aware that there may be charges for the time and effort for research and copying said documents. \_\_\_\_\_ (Initial) There is no charge for the first fifteen (15) minutes of record preparation. **Note:** A cost estimate outlining the charges will be provided to you, including the staff time in research and any copying charges. The maximum cost per copy is 25 cents per page. The City of Locust Grove reserves the right to waive all charges.

Received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_