

Baldwin County Board of Commissioners
1601 N. Columbia Street, Suite 230
Milledgeville, GA 31061
478-445-4791 / 478-445-6320 (Fax)

Open Records Request

Name: _____

Address: _____

Phone/Email for Contact Person: _____

Pursuant to the Georgia Open Records Act, as amended and effective April 17, 2012, this is a request for access to inspect and copy the following public records: Please identify specific records requested:

Under the law, "an agency shall utilize the most economical means reasonably calculated to identify and produce responsive, non-excluded documents. The charge for the search, retrieval, or redaction of records shall not exceed the prorated hourly salary of the lowest paid full-time employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request; provided, however, that no charge shall be made for the first quarter hour." O.C.G.A. § 50-18-71(c)(1). In addition, according to O.C.G.A. § 50-18-71(c)(2), copying charges are not to exceed \$0.10 per page or the actual cost of the cd, dvd or other media if electronic records are produced.

If costs are estimated to exceed \$25.00 you will be notified within three business days. O.C.G.A. §50-18-71(d). Advance payment is not required unless costs will exceed \$500. See O.C.G.A. § 50-18-71(d).

If the request is denied in whole or in part, Baldwin County will justify all redactions by reference to the exemptions in the Act, specifying code section, subsection and paragraph. O.C.G.A. § 50-18-71(d).

Requested records will be provided within the three-day limit or written reasons why the records are unavailable in this time period will be given along with a timetable for their production. O.C.G.A. § 50-18-71(b)(1)(A).

Received by: _____

Date: _____