

City of Eton, Georgia
OPEN RECORDS REQUEST



Office Use:

Date/Time Received: _____

Received by: _____

Responded: _____

Date Completed: _____

It is the policy of the City of Eton to comply with the spirit of the Open Records Act. We want you to have access to the records to which you are entitled. In accordance with the Open Records Act, the City of Eton 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 this instance, 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. You may then proceed with your request, amend your request, or withdraw your request. The final cost will be provided when the request has been completed and it *may* include: copying charges at \$0.10 per page, administrative charges for search, retrieval, and other direct administrative costs. The City of Eton will provide fifteen (15) minutes free for search, retrieval, and copying and after that, the hourly charge shall not exceed the salary of the lowest paid employee who has the necessary skill and training to carry out the request. If available, electronic records will be provided and may only include search and retrieval charges. Payment must be received before documents are released.

Pursuant to O.C.G.A. 50-18-70 and 50-18-71, I am requesting:

_____ To Obtain Copies _____ To Inspect/Review

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Response preference? _____ phone call _____ phone text _____ email

Detailed Description of Information Needed (use additional paper if needed):
