



OPEN RECORDS REQUEST

The city does not accept encrypted Open Records Requests

Dear City of Monticello Custodian of Records,

Pursuant to the Georgia Open Record Act, O.C.G.A. § 50-18-70 et seq., I am formally requesting to inspect or retrieve the following City of Monticello records:

Name of Requester (Please print):

Address of Requester:

Phone Number:

Email:

I understand that the law allows the City three (3) business days to review and respond to my request. Additionally, I understand that this does not necessarily mean that the documents will be ready in three (3) business days. I understand that the city may have to redact sections of documents that contain privileged or confidential information protected by the Open Record Act. I understand that the law allows the city to charge administrative and copying fee for the cost to search, retrieve, supervise and/or copy the requested documents. This fee is determined based on the hourly rate of the lowest paid full-time employee with the necessary skills and training to respond to my request, with no charge for the first fifteen (15) minutes of time. The charge for copying letter or legal-size documents is \$0.10 per page. I agree to pay all copying and administrative cost associated with fulfilling my open records request at the time that the records are provided to me and understand that the City may seek legal remedies if I fail to pay or if my check is returned for insufficient funds.

I may be contacted at the above listed information regarding any question about my request or to update me about the status of my request.

Sincerely,

Name

Date

Send your request via email to cityclerk@monticello.org ; or by mail to:

City of Monticello
City Clerk's Office
P.O. Box 269
Monticello, GA 31064