



MAYOR
KRISTI COX

MAYOR PRO-TEM
CINDY HATALA

CITY COUNCIL MEMBERS
KEVIN BOWES
VAN HUNTER
STEVE SCHOLAR

CITY MANAGER
CHRIS LOVELL

CITY CLERK
DAWNNE GREENE

City of Richmond Hill Open Records Request

Date: _____

Pursuant to O.C.G.A. §50-18-70 et seq., I am formally requesting to inspect certain public records. In particular, records requested for inspection are:

I agree to pay any copying and/or administrative costs incurred in fulfilling my requests to the extent permitted by Georgia law. Such costs may include copying charges of \$0.10 per page and administrative charges for search, retrieval, and other direct administrative costs, such administrative charges not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request. In no event will the total costs exceed \$_____ per hour.

Name: _____

Signature: _____

Email: _____ Phone: _____

OFFICE USE ONLY

Date Received: _____ Date Completed: _____

Total Cost: _____ Date Paid: _____