

**REQUEST FOR PUBLIC RECORDS**

**CITY OF ALMA**

**Name of Requester:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date records are requested to be made available:** \_\_\_\_\_

\*\*\*\*\*

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 charge of \$.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. (The requester is not charged for the first fifteen minutes of time).

**Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please return this form to:

City Clerk's Office  
Yvonne Staten  
502 W. 12<sup>th</sup> Street, Suite 104  
P. O. Box 429  
Alma, GA 31510  
Email: yvonne.staten@cityofalmaga.gov