



**WARE COUNTY
BOARD OF COMMISSIONERS**
Open Records Request

Pursuant to the Open Records Law or Act, I would like to ☐ **INSPECT AND COPY** or ☐ **OBTAIN COPIES OF** the following Ware County records (In order to reduce administrative copying charges, please provide as detailed a description as possible of the records you are requesting.):

DESCRIBE REQUESTED RECORDS

Please select one of the following:

- ☐ I would like to review the document(s)/receive copies within three (3) business days of this request, if the records are available; however, I understand that if the records cannot be produced within that time, a timetable for their release will be provided to me.
- ☐ I do not need the document(s)/access within three (3) business days, but would like to review the document(s)/receive copies by: _____.

I understand that, pursuant to O.C.G.A. §50-18-71, I may be charged administrative and copying fees for the cost to search, retrieve, copy, redact, and supervise access to the requested document(s). This fee represents the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to my request, with no charge for the first fifteen (15) minutes. The charge for copies is 10¢ per page for letter or legal sized documents and the actual cost for non-standard documents or electronic media; however, higher fees for certified copies or other specialized records may be charged, if provided by law. I understand that I will be asked to prepay all costs associated with retrieving the records before the request will be processed if the estimated cost for producing the records exceeds \$25, or if I have failed to pay for requested records in the past. I agree to pay all copying and/or administrative costs incurred by fulfilling my open records request.

If there are any questions about my request, I may be contacted using the information below:

NAME		DATE	
ADDRESS		CITY, STATE	ZIP
PHONE NUMBER	EMAIL ADDRESS		

Completed requests can be returned in person at the Ware County Administration Building located at 305 Oak Street, Suite 227, Waycross, GA 31501, or via email at openrecords@warecountyga.gov.