



COUNTY OF PICKENS
OPEN RECORDS REQUEST

Date: _____
Name: _____
Address: _____
City, State: _____
Zip Code: _____
Home Phone: _____
Work Phone: _____
Fax: _____
Email: _____

IMPORTANT NOTIFICATION:

In accordance with the Open Records Act, the County of Pickens 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 these instances, 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 giving an option to proceed, amend or withdraw your request. Proceeding with the request means you accept responsibility for all applicable charges, as allowed by the Open Records Act. The final cost will be provided when the request has been completed and it may include: *copying charges of \$.10 per page, administrative charges for search, retrieval, and other direct administrative costs.* The County must provide at least fifteen (15) minutes free for search and retrieval and after that, the hourly charge, which is imposed, shall not exceed the salary of the lowest paid employee who has the necessary skill and training to carry out the request.

REQUEST: Pursuant to O.C.G.A. §50-18-70 et seq., I am formally requesting:

_____ To Inspect/Review _____ To Obtain Copies

DETAILED DESCRIPTION OF INFORMATION REQUESTED

RETURN THIS FORM TO:

County Clerk's Office – County of Pickens

Attn: Lesa Thomason, Open Records Officer

1266 E. Church Street, Jasper, GA 30143

Telephone: 706-253-8809 FAX: 706-253-8814 Email: lthomason@pickenscountyga.gov