

City of Port Wentworth
REQUEST FOR PUBLIC RECORD
TO BE SUBMITTED TO RECORD CUSTODIAN

Requesting Party

Date: _____

Name: _____

Address: _____

Phone: _____

Requested Information: (Please be Specific, (i.e.) Date of Meeting if requesting minutes, date of document, subject matter, or other information to assist in retrieval.

As authorized by Code Section 50-18- 71 of the Open Records Act, you will be charged a fee for search, retrieval, monitoring, and other direct administrative costs involved with your request for access to our records after the first fifteen minutes of agency employee time expended. This fee represents the salary of the lowest paid full-time employee who possesses the necessary skills and training to perform the request. You will also be charged \$.10 for each page of our records you request to have copied, and may be charged an additional fee for certified copies or for other copies for which a fee is specifically authorized or otherwise provided for by law.

You will be notified within three (3) business days of the estimated cost of copying, search, retrieval and other administrative fees authorized by Code Section 50-18-71, prior to fulfilling your request for public records. (50-18-71-2)

Cost estimate:

Date cost estimate provided to requesting party

Where responsive records exist, but are not available within three (3) business days of the request, a written description of such records, together with a time-table for their inspection and copying shall be provided within three (3) business days of the initial request. (50-1 8-70(f)).

Whenever a person has requested copies of the public records and such person does not pay the copying charges for search, retrieval, or other administrative costs in accordance with this code section, the municipal corporation is authorized to collect such charges in any manner authorized by law for collection of taxes, fees or assessments owed to the municipal corporation.

I agree to pay any copying and/or administrative costs incurred in fulfilling my request, after cost estimate has been provided.

This _____ day of _____, 20__

I certify by signature, that I fully understand and agree to comply with these requirements.

Signature _____

Date _____