



# PUTNAM COUNTY PLANNING & DEVELOPMENT

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## OPEN RECORDS REQUEST

PURSUANT TO OPEN RECORDS LAW, I WOULD LIKE TO: \_\_\_\_ OBTAIN COPIES OF OR \_\_\_\_ ONLY INSPECT (PLEASE CHECK ONE) THE FOLLOWING PLANNING & ENGINEERING RECORDS:

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(IN ORDER TO REDUCE ADMINISTRATIVE AND COPYING CHARGES, PLEASE PROVIDE AS DETAILED A DESCRIPTION AS POSSIBLE OF THE RECORDS YOU ARE REQUESTING.)

PLEASE CHECK ONE:

\_\_\_\_ I WOULD LIKE TO RECEIVE THE COPIES WITHIN THREE BUSINESS DAYS OF THE REQUEST IF THE RECORDS ARE AVAILABLE; HOWEVER, I UNDERSTAND THAT IF THE RECORDS CANNOT BE PRODUCED WITHIN THREE BUSINESS DAYS, A TIMETABLE FOR THEIR RELEASE WILL BE PROVIDED TO ME; OR

\_\_\_\_ I DO NOT NEED THE DOCUMENTS/ACCESS WITHIN THREE BUSINESS DAYS, BUT WOULD LIKE TO REVIEW THE DOCUMENTS. \_\_\_\_\_ (INSERT DESIRED TIMETABLE OR DATE/TIME).

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 AND SUPERVISE ACCESS TO THE REQUESTED DOCUMENTS. THIS FEE REPRESENTS THE HOURLY RATE OF THE LOWEST PAID FULL-TIME EMPLOYEE WITH THE NECESSARY SKILLS AND TRAINING TO RESPOND TO MY REQUEST, WITH NO CHARGE FOR THE FIRST FIFTEEN MINUTES THAT IT TAKES TO RESPOND TO THE REQUEST. THE CHARGES FOR COPIES IS GENERALLY \$.25 PER 8 1/2X11 PAGE UNLESS OTHERWISE PROVIDED BY LAW OR AS PRESCRIBED BELOW. I AGREE TO PAY ALL COPYING AND/OR ADMINISTRATIVE COSTS INCURRED WITH FULFILLING MY OPEN RECORDS REQUEST.

IF THERE ARE ANY QUESTIONS ABOUT MY REQUEST, I MAY BE CONTACTED AT: (\_\_\_\_\_) \_\_\_\_\_  
(PLEASE INSERT DAYTIME TELEPHONE NUMBER.)

SINCERELY,

\_\_\_\_\_  
REQUESTOR

DATE: \_\_\_\_\_

ESTIMATE

\_\_\_\_\_  
PRINT NAME

RETRIEVAL TIME \_\_\_\_\_

COPY COST \_\_\_\_\_

\_\_\_\_\_  
ADDRESS

SUPERVISION TIME \_\_\_\_\_

\_\_\_\_\_  
EMAIL ADDRESS

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(FOR OFFICE USE ONLY)

COPIES	\$ _____	( _____ PAGES @ \$.10 EA. LETTER/LEGAL SIZE)
	\$ _____	( _____ PAGES @ \$.50 EA. 11X17)
	\$ _____	( _____ PAGES @ \$3.00 EA. 24X36 – MAP, PLANS)
	\$ _____	( _____ PAGES @ \$4.50 EA. 30X42 – MAP, PLANS)
	\$ _____	( _____ COMPACT DISC – RECORDABLE @ \$6.00
RESEARCH	\$ _____	( _____ HOURS @ LOWEST PAID EMPLOYEE CAPABLE
		OF LOCATING & RETRIEVING
TOTAL COST	\$ _____	

Cash \_\_\_\_\_ Check# \_\_\_\_\_ Credit Card \_\_\_\_\_

RECEIPT NO. \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_