



## CITY OF DALTON OPEN RECORDS REQUEST

|              |         |  |
|--------------|---------|--|
| Date:        |         |  |
| Name:        |         |  |
| Address:     |         |  |
| City, State: |         |  |
| Zip Code:    |         |  |
| Telephone:   | Office: |  |
|              | Home:   |  |
| Facsimile:   |         |  |
| Email:       |         |  |

**IMPORTANT NOTIFICATION:**

In accordance with the Open Records Act, the City of Dalton 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 City 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. Payment will be expected prior to releasing the documents.

**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: City Administration – City of Dalton  
 Attn.: City Administrator - Open  
 Records Officer  
 P. O. Box 1205, Dalton, GA 30722  
 Telephone: 706-278-9500  
 Facsimile: 706-278-8245  
 openrecords@daltonga.gov