



The City of Lovejoy is dedicated to complying with the Georgia Open Records Act. In order to provide you with responsive records in as efficient and economical a fashion as possible, we request that you complete this written request for records. Precise identification of the records you seek will help us get the records to you as quickly as possible and for the least cost. Your contact information will allow us to provide you with an estimate of the cost to retrieve and prepare the records.

**Name of Requester:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Other Contact Information:** \_\_\_\_\_

All of the following identify and limit the records I am requesting:

**Subject Matter:**  
\_\_\_\_\_  
\_\_\_\_\_

**Department Creating or Maintaining the Record:** \_\_\_\_\_  
**Dated between:** \_\_\_\_\_ and \_\_\_\_\_.  
**Contain the names or titles of the following person(s)** \_\_\_\_\_

**Database containing the record:** \_\_\_\_\_

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Please indicate here if you would prefer to inspect records rather than receive copies. \_\_\_\_\_

I agree to pay any copying and/or administrative costs incurred in fulfilling my requests to the extent permitted by Georgia law. Such costs may include copying charges of \$.10 per page and administrative charges for search, retrieval, redaction, and other direct costs, such administrative charges not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request. (The requester is not charged for the first fifteen minutes of time.) The retrieval and copying of the requested documents must be paid in full before another request by same requestor can be made.

**Name (Print):** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

If submitting this form electronically, please send to: records@cityoflovejoy.com

Office Use Only

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Response Date: \_\_\_\_\_

Email/Mail/Fax/In-Person (circle one)

Total pages: \_\_\_ x \$0.10=\$\_\_\_\_\_

Staff per hour x hourly rate=\$\_\_\_\_\_