

# City of Villa Rica

Return completed request to Barbara Daniell, City Clerk

Fax 678-785-1003

bdaniell@villarica.org

## OPEN RECORDS ACT Records Request

DATE OF REQUEST: \_\_\_\_\_

DATE RECEIVED BY CITY HALL: \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

Name of Requester \_\_\_\_\_

Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Phone Number \_\_\_\_\_

Records Being Requested (Please be specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER

APPOINTMENT DATE AND TIME FOR REVIEW BY REQUESTOR: \_\_\_\_\_

REVIEW BY \_\_\_\_\_ DATE REVIEWED \_\_\_\_\_

NUMBER OF COPIES MADE @ \$0.25 PER PAGE \_\_\_\_\_ TOTAL TO BE COLLECTED \_\_\_\_\_

**Please note if it is possible to email information this will be at no charge so please be sure to include your email address.**

NOTE: Per the Open Records Act, the City of Villa Rica will provide information to the general public. Requests for records must be in written form and should address the specific items which the requestor wishes to view. Notification will be given to the requestor within three business days, as to whether the records will be provided or if they hold an exempt status. If the records are available, a date and time will be set for your review. All copies will be at \$0.25 per copy for letter-sized documents. If a City employee is required for any reason, an hourly rate which is equal to that of the lowest paid employee capable of performing the task will be charged for the City's time after the first fifteen minutes.