

**REQUEST FOR DISCLOSURE OF DOCUMENTS  
UNDER THE OPEN RECORDS ACT**

Date:

Dear: County Clerk

Pursuant to O.C.G.A. § 50-18-70 et seq., this letter constitutes a formal request to inspect and/or copy certain public records pertaining to

\_\_\_\_\_  
Records requested for inspection shall include but not be limited to all public records, meaning documents, papers, letters, maps, books, tapes, photographs, computer records, or similar material prepared and maintained or received in the course of operation of

\_\_\_\_\_. In particular, this request shall include the following specific records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please make these records available for inspection at \_\_\_\_\_ a.m./p.m., on the \_\_\_\_\_ day of \_\_\_\_\_. Thank you for your cooperation in this matter. I look forward to your reply, and if your agency is in custody of the requested documents, to disclosure within in three business days of the date on which the request for disclosure is received.

Sincerely,