

[Attach a business card]

\_\_\_\_\_  
(Today's Date)

**Connue Mize**  
County Clerk  
P. O. Box 1359  
Gray, GA 31032

**Re: Open Records Request**

Your Name: \_\_\_\_\_

Your Company: \_\_\_\_\_

Contact information

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

Telephone No.: \_\_\_\_\_ (day) \_\_\_\_\_ (other)

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

Bid#: \_\_\_\_\_

Project Name: \_\_\_\_\_

Please state your request – be as detailed as possible. *(Feel free to use the backside of this page):*

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

By signing and submitting this request, I understand that the Department of Procurement has three (3) business days to **respond** to this request pursuant to O.C.G.A. § 50-18-72 (the Georgia Open Records Act).

\_\_\_\_\_  
(Please print your name)

\_\_\_\_\_  
(Signature)

The City is authorized to impose upon you a reasonable charge for the research, retrieval, redaction, and other administrative costs of complying with your inquiry, including copying charges of **\$.10 per standard page** and a charge of **\$21.00 per hour** for the time you spend reviewing documents to begin after the first quarter hour (15 minutes).

<b>For internal use only:</b>		
Received by:	Date:	
Disposition:		