



# Request for Public Records

166 N Cherokee Road – Social Circle, GA 30025

Phone: 770-464-2380

\_\_\_\_\_  
Name of Requestor

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Pursuant to O.C.G.A. §50-18-70 et seq., I am formally requesting to inspect certain public records. In particular, records requested for inspection are:

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

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, and other direct administrative costs. Such administrative charges should not 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.)

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Request

Submit to: [sroper@socialcirclega.gov](mailto:sroper@socialcirclega.gov) or City of Social Circle, 166 N Cherokee Road, Social Circle, GA 30025 or City of Social Circle, P O Box 310, Social Circle, GA 30025

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

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Responded By

\_\_\_\_\_  
Date Responded