

**BEN HILL COUNTY
REQUEST FOR DOCUMENTS
UNDER THE OPEN RECORDS ACT**

Date _____

Name of Person Requesting Information _____

Address _____

Phone number where you can
Be reached during office hour's _____

Dear County Clerk:

Records requested for inspection shall include but not be limited to all public records, meaning documents, letters, maps, books, tapes, photographs or similar material prepared and maintained or received in the course of operation of the Ben Hill County Commissioners Office.

Pursuant to O.C.G.A. A. 50-18-70, this letter constitutes a formal request for public records as listed below:

I understand that by the Code Section listed above, the Commission Office has three days from time of request to supply the information that has been requested.

I understand there will be a customary fee charged for these records.

Signature of Person Making Request

**FEE SCHEDULE
PURSUANT TO O.C.G.A. 50-18-70**

Copies	\$.25 per copy	_____
Cost of Preparing Requested Information		
First 15 minutes of time	No Charge	
Remainder of time		
Hourly rate for lowest paid person Capable of obtaining records		_____
Total amount of charges		_____

This amount will have to be paid prior to receiving records.

Signature of Person Requesting Information