

# Cherokee County



## Open Records Act Request Form



Complete your request online by scanning the QR Code or visit [CherokeeCountyGA.com](http://CherokeeCountyGA.com)

OR, YOU CAN FILL OUT THE FORM BELOW:

REQUESTOR NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PREFERRED METHOD FOR RECEIVING RESPONSIVE RECORDS:

Prepared Records for Inspection Only

Email  Fax

USB Mailed  USB Pick Up  Paper Copy Mailed  Paper Copy Pick Up

PLEASE IDENTIFY REQUESTED RECORD(S):

*By submitting this request, pursuant to Georgia law, O.C.G.A. 50-18-71, I agree to pay copying and/or administrative charges incurred with fulfilling my Open Records Request up to \$25. These charges may include the hourly wage of the lowest paid full-time employee able to perform the search (after the first 15 minutes), retrieval, and production of the requested documents and 10 cents per page for photocopies. For requests over \$25, I understand that I will be provided a pre-retrieval estimate for approval before the production of the documents begins.*

\_\_\_\_\_  
REQUESTOR'S SIGNATURE

\_\_\_\_\_  
DATE