



## TOWN OF THUNDERBOLT REQUEST FOR RECORDS

The Town of Thunderbolt is dedicated to complying with the Georgia Open Records Act. In order to provide you with the responsive records in as efficient and economical fashion as possible, we request that you complete this written request for records. Precise identification of the records you seek will help us get the records to you as quickly as possible and for the least cost. Your contact information will allow us to provide you with an estimated cost to retrieve and prepare the records.

Name of Requester: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

All of the following identify and limit the records I am requesting:

(Please be as detailed as possible)

Subject Matter: \_\_\_\_\_

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

Dated between \_\_\_\_\_ and \_\_\_\_\_

Please indicate here if you would prefer to inspect records rather than receive copies. \_\_\_\_\_

I agree to pay any copying and/or administrative cost incurred in fulfilling my request to the extent permitted by Georgia law. Such cost may include copying charges of \$.10 per page and administrative charges for searching, retrieval, redaction, and other direct costs, such administrative charges not to 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.)

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

No request shall be deemed filed until served upon the Open Records Officer either by hand delivery to the Officer at Town Hall; 2821 River Drive, Thunderbolt, Georgia 31404; by certified United States mail to Open Records Officer, 2821 River Drive, Thunderbolt, Georgia 31404, return receipt requested; by statutory overnight delivery to 2821 River Drive, Thunderbolt, Georgia 31404; by email to [ddenion@thunderboltga.org](mailto:ddenion@thunderboltga.org), or by facsimile transmission to 912-354-2038.