



# REQUEST FOR PUBLIC RECORDS

## CITY OF POWDER SPRINGS

Name of Requestor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_

Pursuant to O.C.G.A. 50-18-71 et. Seq, I am formally requesting to inspect these specific public records:

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

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. Administrative charges shall 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.

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

Submit your request via facsimile to (770) 943-8003 or email to [kaxt@cityofpowdersprings.org](mailto:kaxt@cityofpowdersprings.org)

Requests can also be mailed to: City Clerk's Office  
City of Powder Springs  
4484 Marietta Street  
Powder Springs, GA 30127