

CITY OF MAXEYS, GEORGIA
POLICY FOR FEES ASSOCIATED WITH OPEN RECORDS REQUESTS

1. Purpose

The purpose of this policy is to establish a consistent fee structure for responding to requests made under the **Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.)**. The City of Maxeys is committed to transparency and providing public access to records while recovering allowable costs associated with fulfilling such requests.

2. Applicability

This policy applies to all requests for inspection or copies of public records submitted to the City of Maxeys pursuant to the Georgia Open Records Act.

3. Copying Fees

The City of Maxeys shall charge a fee for copies of public records as permitted by law.

- **Paper Copies:** \$0.15 (fifteen cents) per page
- The charge applies to standard letter-size or legal-size paper copies.

If the requested records require copies in a format other than standard paper (such as oversized documents, photographs, or electronic media), the City may charge the **actual cost of reproduction** as permitted by law.

4. Administrative and Search Fees

In addition to copying costs, the City may charge a fee for the administrative time required to search for, retrieve, review, redact, and prepare records for production. One hour pay rate of lowest paid employee, first 15 minutes free.

- **Administrative Fee:** \$15.75 per request

This administrative fee represents the reasonable cost of staff time associated with processing the request.

5. Payment

The City of Maxeys may require payment of all applicable fees prior to releasing copies of the requested records. If the estimated cost of fulfilling the request exceeds **\$25.00**, the City may require prepayment before processing the request.

Acceptable payment methods may include cash, check, or other forms of payment accepted by the City.

6. Inspection of Records

Inspection of records at City Hall during normal business hours is permitted as required by the Georgia Open Records Act. Fees will apply only if copies are requested or if administrative costs are incurred in responding to the request.

7. Response Time

The City will respond to open records requests within the time period required by the Georgia Open Records Act, typically **within three (3) business days** of receipt of the request.

8. Severability

If any portion of this policy is determined to be inconsistent with state law, the provisions of the Georgia Open Records Act shall control.

9. Effective Date

This policy shall become effective upon adoption by the governing authority of the City of Maxeys and shall remain in effect until amended or repealed.