

# City of Kingston

30 W. Main St.

P.O. Box 309

Kingston, GA 30145

770-336-5905 Fax 770-336-5904



Date

Kelly Ensley

City Clerk

City of Kingston

P.O. Box 309

Kingston, GA 30145

Dear Sir or Madam,

Pursuant to O.C.G.A. 50-18-70 et seq., this letter constitutes a formal request to inspect and/or copy certain public records pertaining to \_\_\_\_\_ . Records requested for inspection include but not limited to all public records, meaning documents, papers, letters, maps, books, tapes, photographs or similar material prepared and maintained or received in the course of the operation of the business of the City of Kingston in particular, this request shall include the following specific records:

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I understand that from the date of your receipt of this request, you have three business days to respond. I also understand that I will be charged \$.25 for each page of the City's records I request to have copied, and may be charged an additional fee for certified copies or for other copies for which a fee is specifically authorized or otherwise provided for by law. Also, as authorized by Code Section 50-18-71 of the Open Records Act, the City may charge me a fee of \$12.00 per hour for search, retrieval, monitoring, and other direct administrative costs involved with my request for access to the City's records, after the first fifteen minutes of a City employee time expended. I understand that this fee represents the salary of the lowest paid full-time employee who possessed the necessary skill and training to perform the request.

By signing this letter, I agree to pay any copying and/or administrative costs incurred in fulfilling my request. This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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