

# OPEN RECORDS REQUEST

Pursuant to the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.)

**An agency must produce records responsive to a request within three business days  
absent exceptional circumstances.**

Submitted to: \_\_\_\_\_

\_\_\_\_\_ Date

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

Fax: \_\_\_\_\_

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

I am requesting the following records:

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

Submitted by: \_\_\_\_\_

I can be contacted at: (fill out any that apply)

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

E-mail: \_\_\_\_\_

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

More legal forms available at:  
[Reclaimingyourrights.org](http://Reclaimingyourrights.org)