

Public Records Request –TALBOT COUNTY BOARD OF COMMISSIONERS

Complete sections A, B and C below. Submit the completed request to the Division that maintains the records (if known) or to County Clerk's office by:

Fax: 706-665-8199 Mail: PO Box 155 Talbotton, GA 31827 E-Mail: cison@talbotcountyga.org

You will receive a response to your request within 3 business days. If you have questions, please call the County Clerk's office at 706-665-3220.

Section A – Requestor Information

Name _____

Mailing Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

E-Mail _____

Section B – Record(s) Requested

Please provide a detailed description of the records requested and be specific as possible (dates, type of record, creator of record, etc).

Please specify the preferred method of receiving the requested records.

☐ U.S. Mail ☐ E-Mail ☐ Fax ☐ Pick up copies in person ☐ Review in person and copy selected items

Section C – Authorization

I agree to pay copying and/or administrative costs to search, retrieve, and supervise access to the requested documents. The charge for copies is generally \$.10 per page. The charge for administrative costs is the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to the request. There is no charge for the first 15 minutes of staff time.

Requestor's Signature _____

Date _____

Talbot County Staff Use Only

Authorization to Release Records

Received by _____ Phone _____ Fax _____ Date _____
County Clerk _____ Date _____

Cost Estimate

Copies: _____
Staff Time: _____
Other: _____
Total: _____

Common Charges
Copies (legal or letter)..... \$0.10 per page