



## Open Records Request City of Vidalia

The City of Vidalia is dedicated to complying with the Georgia Open Records Act. In order to provide you with responsive records in as efficient and economical manner as possible, we request that you complete this written request for records. Precise identification of the records you seek will assist us in providing such records to you as quickly as possible and for the least cost. Your contact information will allow us to ask for any clarifications pertaining to your request as well as provide you with an estimate cost to retrieve and prepare the records.

**Name of Requester:** \_\_\_\_\_

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

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

**Email Address:** \_\_\_\_\_

**Other Contact Information:** \_\_\_\_\_

### Please complete the following regarding your request:

Subject Matter: \_\_\_\_\_

Department Creating or Maintaining the Records: \_\_\_\_\_

Materials Dated Between \_\_\_\_\_ and \_\_\_\_\_.

Containing the Names and/or Titles of the Following: \_\_\_\_\_

Database Containing the Record, if Known: \_\_\_\_\_

Preferred Format, if Available: \_\_\_\_\_

Please indicate here if you would prefer to inspect such records rather than receive copies. If so, specify if you

Have a preferred time: \_\_\_\_\_

Any Other Information Not Mentioned Above: \_\_\_\_\_

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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, redaction, and other direct costs, such administrative charges not to exceed the salary of the lowest paid full-time employee who, in the discretion of the records, has the necessary skill and training to perform the request. (The requester is not charged for the first fifteen minutes of time.)

**Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please return this form to the following:**

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Kellie Murray, [kmurray@vidaliaga.gov](mailto:kmurray@vidaliaga.gov)  
City Clerk