

**CITY OF HELEN
PO BOX 280
HELEN, GA 30545
706-878-2733**

Email: secretary@cityofhelen.org

The City of Helen is an equal opportunity employer and provider.

OPEN RECORDS REQUEST FORM

Date this form was submitted to the City of Helen: _____

Pursuant to O.C.G.A. Section 50-18-70 et seq., I am formally requesting to inspect certain public records. In particular, records for inspection are:

Pursuant to O.C.G.A. Section 50-18-70 et seq., the City of Helen has three business days for disclosure of the public records requested. Please provide the City with a means of notifying you that the records are available for inspection (phone number, e-mail address, mailing address or fax number). Requested records will be available for inspection for two weeks following notification date. Records not inspected within the time frame shall be returned to storage, and a new open records request will be required. When a new request is made, the person making the previously un-inspected request shall be required to prepay for the cost of the search, retrieval, redaction or copying of the previous search; and prepay for the estimated cost of the second request pursuant to OCGA 50-18-71 (d).

Please indicate, in the space below, how you would like to be notified when your request is ready for inspection:

I agree to pay any copying and/or administrative cost incurred in fulfilling my request to the extent permitted by Georgia law. Such cost may include copying charges of \$0.10 per page and administrative charges for any search, retrieval that exceeds fifteen minutes. Such administrative charges shall not exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request.

Name (print) _____

Signature _____

RECEIVED BY: _____

DATE _____