

WRITTEN REQUEST
“Attachment I”

GSFIC OPEN RECORDS

Pursuant to the Open Records Act, I would like to: ___ inspect and copy or ___ obtain copies of the following Georgia State Financing and Investment Commission records:

(Please provide a detailed description of the records you are requesting, including the project number or name if possible)

Please check one:

_____ I would like to review the documents or receive copies within three business days of this request if the records are available, however, I understand that if the records cannot be produced within three business days, a timetable for their release will be provided to me

_____ I do not need the documents or access to them within three business days, and would like to review the documents or receive the copies on this date:

I understand that, pursuant to O.C.G.A. § 50-18-71, I may be charged administrative and copying fees for the cost to search, retrieve, copy and have supervised access to the requested documents. The charge for copies is generally \$.25 per page unless otherwise provided by law and I am entitled to an estimate of charges prior to the work being performed.

I agree to pay all copying and/or administrative costs incurred with fulfilling my open records request in advance of receiving the requested documents.

If there are any questions about my request, I may be contacted at: (____) _____
(Daytime)

Signed:

Requestor

Date

(Print Name)

(Address)