

**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:

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(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 .10¢ per page unless otherwise provided by law. In any instance in which the estimated cost exceeds \$25.00, GSFIC shall provide an estimate prior to 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

\_\_\_\_\_  
City, State, Zip