Henry County Department of Planning & Zoning

Request for Public Records

Name of Requester: _____________________________________________________
Address: ______________________________________________________________
______________________________________________________________________
Phone: ________________________________________________________________
Pursuant to O.C.G.A. §50-18-70, et seq., I am formally requesting to inspect these
specific public records.
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
Date records are requested to be made available: ______________________________
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 $.25
(8 ½ x 11 paper) per page and a reasonable charge for the search, retrieval and other
administrative costs, including postage expenses. The hourly charge for such services
shall not exceed the salary of the lowest paid, full-time employee who has the necessary
skill and training to perform the request; provided, however, that no charge shall be made
for the first quarter hour.

Name (Print): __________________________________________________________
Signature: ______________________________________________________________

For Office Use Only

_____ Pages and/or documents at $.25 cents per page $ ___________
_____ Maps at $3.00 or $4.00 depending on size $ ___________
$ ______ Per hour multiplied by _____ (the number of
Administrative hours to assist you with your request)

TOTAL COST $ ___________

Henry Parkway • McDonough, Georgia 30253
Main: (770) 288-7526 • Fax: (770) 288-7550
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