

TIFT COUNTY  
PUBLIC RECORDS REQUEST FORM

This request for information is made in accordance with OCGA Section 50-18-70 et seq.

Nature of request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Phone Number of party requesting information:

\_\_\_\_\_  
Last First Middle Initial

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City County State Zip

\_\_\_\_\_  
Telephone Number

In executing this request to inspect/copy public records, I acknowledge:

- within three (3) business days, Tift County will (a) determine whether the records requested are subject to access under the law and (b) permit inspection and copying if feasible. Where requested records exist but are not available within three (3) business days, I will be provided information as to what records exist and a time when they can be made available; and

- a reasonable charge will be assessed for the inspection of requested records and provision of photocopies should I request them. These charges are based on the cost of copies [25 cents per page] as well as time spent in complying with my request if time required of County personnel exceeds a quarter hour. I will be provided an estimate of these charges prior to fulfilling my request; and payment of all charges is expected before inspection of records or delivery of photocopies.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Information provided by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for release by County Attorney on: \_\_\_\_\_

Approved for release by County Manager on: \_\_\_\_\_

- Requests for the inspection/copying of public records should be submitted to the Tift County Clerk or the Tift County Manager.