



**CITY OF JONESBORO  
REQUEST FOR DISCLOSURE OF DOCUMENTS UNDER  
THE OPEN RECORDS ACT**

**Nature of Information Requested:**

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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 \$0.10 per page and administrative costs for search, retrieval, redaction and other direct administrative costs, such administrative charges not to 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. The requester is not charged for the first fifteen minutes of time. O.C.G.A. § 50-18-70 et seq.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone \_\_\_\_\_

*Please return this form to:*

Attention: City Clerk, City of Jonesboro- [openrecords@jonesboroga.com](mailto:openrecords@jonesboroga.com)

**RECORD RETRIEVAL FEES**

The following are record retrieval fees charged – First 15 minutes is FREE.

Actual time of record preparation	_____ Min./Hr.	\$ _____	= \$ _____
Actual time of record research	_____ Min./Hr.	\$ _____	= \$ _____
Actual time of copying	_____ Min./Hr.	\$ _____	= \$ _____
# of pages (\$0.10 per page)	_____ Pages @	\$0.10	= \$ _____
Audio tape copy	_____ Copies	\$ _____	= \$ _____
DVD/CD copy	_____ Copies	\$ _____	= \$ _____
Video Tape cope	_____ Copies	\$ _____	= \$ _____
Postage	_____ Postage	\$ _____	= \$ _____
Incident reports	_____ Reports	\$ _____	= \$ _____
Other Costs	_____	\$ _____	= \$ _____
<b>TOTAL COST</b>			<b>\$ _____</b>