

**Union County Board of Elections
Open Records Request Form**

Pursuant to the Open Records law, I would like to:

- Inspect and copy the following Union County Board of Elections records; OR
- Obtain copies of the following Union County Board of Elections records.

In order to reduce administrative and copying charges, please provide as detailed a description as possible of the records that you are requesting.

NOTE: Add additional sheets if needed to fully describe the information requested.

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- I would like to review the documents/receive the 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 days, a timetable for their release will be provided to me; OR

- I do not need the document/access within three business days, but would like to review the document/receive the copies by:

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 supervise access to the requested documents. This fee represents the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to my request, with no charge for the first fifteen minutes that it takes to respond to the request. The charge for copies is generally \$0.10 per page unless otherwise provided by law. I agree to pay all copying and/or administrative costs incurred with fulfilling my open records request. If there are any questions about my request, I may be contacted at:

I hereby declare that all the information furnished above is true to the best of my knowledge.

Printed Name: _____

Address: _____

City: _____

State: _____ **Zip Code:** _____

Daytime Telephone Number: _____

e-mail: _____

Date of Request: _____

**Please print all the information clearly.
All information requested above is required to process an ORR.**