



**CITY OF HAMPTON  
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 as 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 \_\_\_\_\_, 2020

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

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

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

Telephone \_\_\_\_\_

*Please return this form to:*

Attention: City Clerk, City of Hampton, [mbrooks@hamptonga.gov](mailto:mbrooks@hamptonga.gov)

**RECORD RETRIEVAL FEES**

The following are record retrieval fees charged:

|  |       |           |          |            |
|--|-------|-----------|----------|------------|
| Actual time of record preparation (varies) | _____ | Hours x   | \$ _____ | = \$ _____ |
| Actual time of record research             | _____ | Hours. x  | \$ _____ | = \$ _____ |
| Actual time of copying (varies)            | _____ | Hours. x  | \$ _____ | = \$ _____ |
| \$ 0.10 per page copy                      | _____ | Pages @   | \$ _____ | = \$ _____ |
| Audio tape copy                            | _____ | Copies @  | \$ _____ | = \$ _____ |
| DVD/CD copy                                | _____ | Copies @  | \$ _____ | = \$ _____ |
| Video tape copy                            | _____ | Copies @  | \$ _____ | = \$ _____ |
| Postage (varies)                           | _____ | Postage @ | \$ _____ | = \$ _____ |
| Incident reports                           | _____ | Copies @  | \$ _____ | = \$ _____ |
| Other Costs:                               |       |           | \$ _____ | = \$ _____ |

**TOTAL ACTUAL COSTS:** \$ \_\_\_\_\_