

**Cobb County Open Records Request**

Pursuant to the Open Records Act, O.C.G.A. 50-18-70, I would like to \_\_\_\_ inspect and copy, or \_\_\_\_ obtain copies of (please check one) the following Cobb County records:

Address or Project Name: \_\_\_\_\_  
\_\_\_\_\_

Permit or SPR #: \_\_\_\_\_

Date of Completion (if applicable): \_\_\_\_\_

Type of Documents Required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Please check one:

\_\_\_\_\_ 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 business days, a timetable for their release will be provided to me; or

\_\_\_\_\_ I do not need the documents/access within three business days, but would like to review the documents/receive the copies by \_\_\_\_\_ (insert desired timetable).

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 the request, except that no charge will be made for the first fifteen minutes. The charge for copies is generally \$.10 per page unless otherwise provided by law. I agree to pay all copying and/or administrative cost incurred with fulfilling my open records request. I also understand that documents will not be produced which are required to be kept confidential by federal or state law or court order, or which constitute attorney-client communications or attorney work product. If there are any questions about my request, I may be contacted at (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_. (please insert daytime telephone number).

Sincerely,

\_\_\_\_\_  
Requester's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Mail to:  
Community Development Agency  
P. O. Box 649  
1150 Powder Springs St., Ste 400  
Marietta, GA 30061

\_\_\_\_\_  
Address

**OR E-mail to:**

\_\_\_\_\_  
E-mail

**comdevopenrecords@cobbcounty.org**

\_\_\_\_\_  
Phone #                      Fax #