

## Request for Disclosure of Documents Under Open Records Act

Pursuant to O.C.G.A. 50-18-70 et seq., this request constitutes a formal request to inspect and/or copy certain public records as outlined in Part I below. Records requested for inspection or copy shall not be limited to all public records, meaning documents, papers, letters, maps, books, tapes, photographs or similar material prepared and maintained or received in the course of the operation and business of the Liberty County Board of Commissioners.

**Part I:** I hereby request to: \_\_\_ Inspect \_\_\_ Copy - the following Records:

I wish to receive the following records \_\_\_ Electronically or \_\_\_ Hardcopy

(Please be specific and include names, dates, keywords, and the name of the records type where possible. This will help identify and obtain the records you are seeking.)

---

---

---

---

---

---

---

**Part II:** Name of Individual requesting Information: \_\_\_\_\_

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

Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

### **For Internal Office Use Only**

Date Request Received: \_\_\_\_\_

Initials and Signature of recipient: \_\_\_\_\_