



The City of Varnell

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Varnell, GA 30756
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Mayor Tom Dickson

Council Members

Ashlee Godfrey (Mayor Pro Tempore)
Bill Caylor David Owens
Clyde Williams Bob Roche

OPEN RECORDS REQUEST

[WRITER'S LETTERHEAD]

[DATE]

[CUSTODIAN'S NAME]

[AGENCY'S NAME] [STREET
ADDRESS] [CITY, STATE, ZIP]

[CUSTODIAN'S FAX NUMBER, IF
USED FOR DELIVERY]

[CUSTODIAN'S E-MAIL ADDRESS,
IF USED FOR DELIVERY]

Dear _____:

Pursuant to the Georgia Open Records Law (O.C.G.A § 50-18-70 et seq.) (the "Law"), you are hereby requested to make available for review and copying all files, records and other documents in your possessions that refer, reflect or relate to _____. This request includes, but is not limited to, all documents, notes, correspondence and memoranda evidencing _____, and all communication and correspondence in whatever tangible medium between and among _____ and _____.

If this request is denied in whole or in part, we ask that you cite in writing the specific statutory exemption upon which you have relied, as required by law. We also ask that you release all separate portions of otherwise exempt material. Please waive any costs associated with this request, or first inform us about such costs as required by Georgia law. As you know, the Law requires a response by you within three business days of your receipt of this letter and provides sanctions for non-compliance. I look forward to hearing from you.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR WORK NUMBER]

[YOUR CELL NUMBER, IF YOU FEEL COMFORTABLE PROVIDING IT]

[YOUR E-MAIL ADDRESS]

[YOUR FAX NUMBER]