



CITY OF ELLIJAY

Georgia's Apple Capital

AL HOYLE, Mayor
Sharon Spivey, City Clerk
David Westmoreland, Mayor Pro-Tem

COUNCIL MEMBERS
Charles Barclay Al Fuller
Ruth Caudell Kathryn Lancey
David Westmoreland

GEORGIA OPEN RECORDS ACT - REQUEST FORM

Requester's Name: Telephone #:

E-mail Address: Fax #:

Mailing Address:

Completed by: Date:

Date Received: Time Received:

Request Received by: Mail FAX E-Mail Phone Visit

Name of Responding Representative:

Determination: Record(s) subject to disclosure
Record(s) NOT subject to disclosure

Date Requester Advised of Availability/
Non-availability of Record(s): Date Record(s) Made Available:

Method: Records Prepared for Viewing Computer Records Copied to Disk
Photocopies Made Electronic Transmission Other; Specify

Number of Documents (approximate number of pages) Made Available:

Number of Copies Provided: Amount Charged:

Additional Comments: