

# CITY OF SANDERSVILLE

*"The Kaolin City"*

MAYOR  
JAMES W. ANDREWS

MAYOR PROTEM  
JEFFERY T. SMITH

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JASON H. DAVIS

## Request for Records

**The City of Sandersville is dedicated to complying with the Georgia Open Records Act. Please complete the following request with as much detail as possible so we can ensure that we are providing you with accurate records.**

**Date and Time Request made:** \_\_\_\_\_

**Name of Requester:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Other Contact Information:** \_\_\_\_\_

Pursuant to O.C.G.A. §50-18-70 et seq., I am formally requesting to inspect certain public records. In particular, records requested for inspection are:

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In respect to the records listed above, I am requesting to ( ) view only, ( ) obtain copies, and/or ( ) have the records electronically sent to my above email address.

I agree to pay any copying and/or administrative costs incurred in fulfilling my requests to the extent permitted by Georgia laws.

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

***\*Please return this form to the City Clerk's office at Sandersville City Hall.***