

City of Guyton, Georgia

Established 1887

Working Together to Make a Difference

City of Guyton Open Records Request

Date: _____

Name of Person Making Request: _____

Contact Information: Phone _____ Email _____

Item/Record Requested: _____

Do you wish to obtain copies of the requested material? ___ yes ___ no

All public records, except those legally exempted from disclosure, must be open for personal inspection at a reasonable time and place usually within three (3) business days from the receipt of the request.

The City of Guyton will ensure every effort is undertaken to provide the requested documentation to you by: _____. By this date, the City will, at a minimum, provide you with an estimate for copying, production and administrative charges.

Request Received by City of Guyton Staff Member: _____ on
the ____ day of _____, 2017.
the ____ day of _____, 2017.