

Putnam County Charter School System
Request for Records
Under the Open Records Act
O.C.G.A. 50-18-70

Name: _____ Phone: _____

Address: _____

Records Requested: _____

Signature: _____ Date: _____

According to O.C.G.A. 50-18-70, school systems shall provide requested records within three business days at a fee not to exceed twenty-five cents per page copied. In addition, a reasonable charge may be collected for search, retrieval, and other direct administrative costs for complying with a request under this Code section. The hourly charge shall not exceed the salary of the lowest paid full-time employee having the necessary skill and training to perform the request. However, no charge shall be made for the first quarter hour.

Fees Assessed:
_____ pages at _____ per page totaling \$ _____
_____ hour(s) at _____ per hour totaling \$ _____
Total Fees: \$ _____

I certify that I have received requested records. _____
Signature
Date Records Received: _____