



OPEN RECORDS REQUEST FORM

To submit an Open Records Request, complete this form and submit it via U.S. mail, fax or deliver in person. You will be notified of the details pertaining to your request and any costs associated with it. As per Georgia law, Fayette County is allowed three (3) business days to respond to the request. Please retain a copy of this request for your files.

Request submitted by: U.S. Mail Fax In person

Dated Requested: _____

Requestor's Name: _____

Company/Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Records Requested: Please provide as much specific detail as possible so that we can identify the information. Use additional sheets as necessary.

Submit this form to: Tameca White, Fayette County Board of Commissioners, 140 Stonewall Ave., W., Suite 100, Fayetteville, GA 30214. Phone: 770-305-5103 , Fax: 770-719-5524 ; Email: twhite@fayettecountyga.gov