



CITY OF UNION CITY
"The Progressive City"

5047 UNION STREET
UNION CITY, GEORGIA 30291-1497
PHONE 770/964-2288
FAX 770/306-6861

REQUEST FOR PUBLIC RECORDS
CITY OF UNION CITY

Name of Requester: _____

Address: _____

Phone: _____

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:

I agree to pay any copying and/or administrative costs incurred in fulfilling my requests to the extent permitted by Georgia law. Such costs may include copying charge of \$.25 per page and administrative charges for search, retrieval, and other direct administrative costs, such administrative charges not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request. (The requester is not charged for the first fifteen minutes)

Name (Print): _____

Signature: _____

Please return this form to:

City Clerk's Office
Attn: Jacqueline R. Cossey
5047 Union Street
Union City, GA 30291 or
Fax to: (770)306-6861