



City of Lula
 A REMARKABLE PAST. A VERY BRIGHT FUTURE.

REQUEST FOR DISCLOSURE OF DOCUMENTS UNDER THE *GEORGIA OPEN RECORDS ACT*

Date of Request: _____

Name: _____

Address: _____

Phone: _____ Email: _____

SPECIFIC DOCUMENTS REQUESTED	NUMBER OF COPIES

In the city's effort to make all public records available for review pursuant to applicable Georgia Law, the policy for processing information requests will be applied equally to all. A fee of \$0.25 per page will be charged for all copies obtained pursuant to the above stated request; except that an elected official of the City of Lula of Hall County may receive at no charge one copy of any document subject to disclosure. Additional administrative fees may be assessed when requests involve large numbers of copies or when inordinate staff time is required to fill your request. You will be notified within forty-eight hours if any additional fees will be assessed.

Every effort will be made to fulfill our request as promptly as possible. However, demands upon staff time may make it impossible to do so immediately. All properly made requests will receive a timely response in accordance with the *Georgia Open Records Act*.

REQUEST FILLED ON:	STAFF MEMBER:
COMMENTS:	