



# Ben Hill County Georgia

Request for Documents under the Freedom of Information Act  
[www.benhillcounty.com](http://www.benhillcounty.com)

Date of request \_\_\_\_\_

Name of Person Requesting Information? \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Primary Phone Number \_\_\_\_\_

Dear County Clerk:

Records requested for inspection shall include but not be limited to all public records, meaning documents, letters, maps, books, tapes, photographs or similar material prepared and maintained or received in the course of operation of the Ben Hill County Commissioners Office. Pursuant to O.C.G.A. A. 50-18-70, this letter constitutes a formal request for public records as listed below:

Records Requested (Be Specific) \_\_\_\_\_

I understand that by the Code Section listed above, the Commission Office has three days from time of request to supply the information that has been requested. I understand there will be a customary fee charged for these records.

### Fee Schedule Puruant to O.C.G.A. 50-18-70

Copies @ \$.25 Per Copy \_\_\_\_\_

First 15 minutes of time No Charge

Remainder of time hourly rate for the lowest paid person capable of obtaining records \_\_\_\_\_

Total amount of charges \_\_\_\_\_

***This amount will have to be paid prior to receiving the requested records.***

Signature of Person Making This Request \_\_\_\_\_