

**BOARD OF COMMISSIONER'S OFFICE OF BUTTS COUNTY, GEORGIA
OPEN RECORDS ACKNOWLEDGEMENT OF COSTS**

DATE RECEIVED: ____/____/____

NAME OF REQUESTOR: _____

MAILING ADDRESS: (IF MATERIALS ARE TO BE MAILED) _____

CONTACT NUMBER: _____

REQUESTOR SHOULD STATE SPECIFICALLY WHICH RECORDS ARE BEING REQUESTED:

IMPOSABLE FEES - BUTTS COUNTY CHARGES, IN ACCORDANCE WITH GEORGIA LAW, THE FOLLOWING FEES FOR PRODUCTION OF, DUPLICATION OF, AND VIEWING OF PUBLIC RECORDS:

- COPIES: \$0.25 PER PAGE

- ADMINISTRATIVE: HOURLY SALARY OF THE LOWEST PAID INDIVIDUAL CAPABLE OF FULFILLING THE RECORDS REQUEST

- ELECTRONIC: ACTUAL COST OF ANY TAPES, DISKETTES OR CD'S OR OTHER STORAGE MEDIUM REQUIRED PLUS ADMINISTRATIVE COSTS BEYOND THE INITIAL 15 MINUTES.

- OTHER: THE BOARD OF COMMISSIONERS OFFICE IS NOT REQUIRED TO PRODUCE RECORDS OR REPORTS THAT DO NOT EXIST; ONLY EXISTING RECORDS ARE SUBJECT TO THE OPEN RECORDS ACT.

I HAVE READ AND UNDERSTOOD THE REQUIREMENTS AND FEES SET FORTH IN THIS OPEN RECORDS REQUEST.

SIGNATURE OF REQUESTOR

SIGNATURE OF OFFICIAL RECEIVING REQUEST