



City of Grantville, Georgia GEORGIA OPEN RECORDS ACT – REQUEST FORM

Requester's Name: ROBERT ROYCE Telephone #: 213 / 280-1945

E-mail Address: ROBERTROYCE@PROTONMAIL.COM Fax #: _____

Mailing Address: _____

Please list, in detail, the information that you are requesting.

1. Copy of any document stating any conditions of employment , job description, or expectations
_____ or work restrictions of Police Chief Steve Whitlock.

2. City policy on use by city employees of city issued gas credit cards.

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To be completed by Office Personnel

Date Received: _____ Time Received: _____

Request Received by: Mail FAX E-Mail Phone Visit

Name of Responding Office Representative: Betty Ann Rooks per RH

Determination: Record(s) subject to disclosure
 Record(s) NOT subject to disclosure *NO responsive documents*

Date Requester Advised of Availability/
Non-availability of Record(s): _____ Date Record(s) Made Available: _____

Method: Records Prepared for Viewing Computer Records Copied to Disk
 Photocopies Made Electronic Transmission Other; Specify _____

Number of Documents (approximate number of pages) Made Available: 12/2/2001

Number of Copies Provided: _____ Amount Charged: 11.11

Additional Comments: _____

O.C.G.A. 50-18-74(a) Any person knowingly and willfully violating the provisions of this article by failing or refusing to provide access to records not subject to exemption from this article or by failing or refusing to provide access to such records within the time limits set forth in this article shall be guilty of a misdemeanor