

GEORGIA OPEN RECORDS ACT – APPENDIX C

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GORA SAMPLE LETTER

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(Date of Letter)

(Contact Address)

RE: Open Records Act Request, O.C.G.A. §§ 50-18-70, et seq.

To Whom It May Concern:

Pursuant to O.C.G.A. §§ 50-18-70, et seq., I am requesting that you allow me access to any and all information including but not limited to reports, correspondence, facsimiles, electronic mail, and any other documents that pertain to the following:

[Description: For example: name of Development, name of the developer, location of the development, or any other information that will identify the site.]

The information provided should include any and all information pertaining to implementation of the Georgia Erosion & Sedimentation Act, the General Construction Discharge Permit and any other laws and/or regulations/ordinances pertaining to land disturbing activities. For example, please provide me with the Notice of Intent, the Erosion & Sedimentation Plan, any Notices of Violation, receipts demonstrating that the appropriate fees have been paid, other documents pertaining to compliance with the applicable laws, photographs of the site, inspection reports, and any other documents regarding the operation of this site.

If for any reason, you determine that certain portions of the requested documents or information are exempt from disclosure under the Georgia Open Records Act, please delete any such allegedly exempt materials and furnish copies of those portions of the documents that are not exempt. If any documents are withheld or portions deleted, please identify those documents, the substance of such documents/deletions and the grounds for withholding such documents or making such deletions. Consent to such deletions in no way waives any right to appeal any determination that may be made concerning the applicability of any exemptions under the Open Records Act.

By law, you are required to make these records available to me within three days of this request. O.C.G.A. §§ 50-18-70 (f) (specifying that the time for a response shall not “exceed three business days”).

Please send the requested documents to the following address:

[ADDRESS]

If for some reason, you are unable to send me the requested information, please contact me at **[PHONE NUMBER]**. I look forward to hearing from you.

Sincerely,

(Name)

