

# CITY OF BALDWIN

Post Office Box 247 • Baldwin, Georgia 30511-0247 • (706) 778-6341

## OPEN RECORDS REQUEST

Date: \_\_\_\_\_

City Clerk  
City of Baldwin  
130 Airport Road  
PO Box 247  
Baldwin, GA 30511

Dear City Clerk:

Pursuant to O.C.G.A. §50-18-70 et seq., this letter constitutes a formal request to inspect and/or copy certain public records pertaining to the City of Baldwin. Records requested for inspection shall include but not be limited to all public records, meaning documents, papers, letters, maps, books, tapes, photographs, or similar material prepared and maintained or received in the course of the operation of the City and in particular, this request shall include the following specific records:

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Please provide an estimate as to when these records will be available for inspection and the tentative date that inspection and/or copying of the records could occur without causing an administrative hardship on you, and also the estimated charge to be assessed to comply with the request.

Thank you for your cooperation in this matter and I look forward to your reply.

Sincerely,

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

City Resident:  YES  NO

Media Representative:  YES  NO