



# CARROLL COUNTY BOARD OF COMMISSIONERS

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323 Newnan Street • Carrollton, Georgia 30117  
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Phone: 770.830.5800 • Fax: 770.830.5992  
[www.carrollcountyga.com](http://www.carrollcountyga.com)

BOARD OF COMMISSIONERS:  
Michelle Morgan, Chairman  
Montrell McClendon, District 1  
Clint M. Chance, District 2  
Tommy Lee, District 3  
Steve Fuller, District 4  
Ernie Reynolds, District 5  
George A. Chambers, District 6

## OPEN RECORDS ACT REQUEST

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### REQUESTED RECORDS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your request to review county records and your interest in county government. After reviewing your request you will be notified within three business days if the documents requested are subject to release under the open records law and of the estimated cost to search, retrieve, copy and supervise access to the requested documents. (O.C.G.A. § 50-18-71) The fee represents the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to your request. There is no charge for the first fifteen minutes. The charge for copies is generally \$.10 per page unless otherwise provided by law.

Contact the County Clerk at 770-830-5800 if you have any questions.