

WALTON COUNTY PLANNING AND DEVELOPMENT

303 S. Hammond Drive Suite 98

Monroe, Georgia 30655

Phone (770) 267-1485 Fax (770) 267-1407

INFORMATION REQUEST FORM

REQUESTED BY: _____ DATE: _____
(please print name)

DAYTIME TELEPHONE NO. _____ TIME: _____

SUBJECT MATTER(1 per sheet) _____

SUBJECT/MEETING DATE : _____

BRIEF DESCRIPTION OF INFORMATION REQUESTED: _____

NO. OF COPIES REQUESTED: _____ -

OTHER INFORMATION THAT MAY BE HELPFUL IN THE RETRIEVAL OF THIS INFORMATION: For building permit info. (builder, permit#, deed holder's name) For rezone information (rezone application # and/or name, date of rezone)

(signature please)

Min/Hours: _____ Pages: _____

Employees Initials: _____ Amount Due: _____

WALTON COUNTY BOARD OF COMMISSIONERS

Resolution 86-2

INSPECTION OF PUBLIC RECORDS

Due to the heavy increase in request by interested members of the public to inspect and make copies from public records, instruments and documents under the provisions of the Inspection of Public Records Law (O.C.G.A. 50-18-70 et seq) and the fact that such requests places an additional financial burden and work time loss upon the operation of the office of Board of Commissioners of Walton County Georgia by taking its employees away from their normal work duties. The Board of Commissioners pursuant to Article IX, Section II, Paragraph I of the Constitution of Georgia of 1983 adopt the following policy pertaining to the right of the public records.

1. All County records except those which by Order of a Court or by law are prohibited from being open to inspection by the general public shall be open for a personal inspection of any citizen of this State at a reasonable time during business hours at the principal office of the Board of Commissioners of Walton County.

2. The custodian of the public records shall have a reasonable time not to exceed three business days to determine whether or not the requested records are subject to access.

3. All inspection, extraction and copying of public records, instruments, documents shall only be done under the supervision of the lawful custodian of the record or her designated assistant.

4. The work must be done in the office of the Board of Commissioners.

5. The custodian or her designated assistant shall charge the individual, firm or corporation requesting such information with the actual costs of providing such information based upon a prorated breakdown of such employee's hourly rate of pay or such rate of compensation as can be otherwise agreed upon by the person making the photo copies and the custodian for her services or the services of a deputy in supervising the work before such information can be released. The intent and purpose of this policy shall be a reimbursement for costs incurred by the County and is not a charge for County services. The cost of photo copying shall be a rate of \$.25 per page.

All funds collected under this policy shall be deposited into the general funds of the County Government and shall not be retained by an employee.

Adopted and effective June 3, 1986