Open Records Request Fees

In accordance with Georgia's Open Records Act, the City is committed to transparency while also recovering the costs associated with processing public records requests. Below is a summary of the fees that may apply when requesting public records.

1. Labor Charges

The City charges $25.00 per hour for the time it takes to:

- Search for records
- Retrieve and review documents
- Redact confidential information (if necessary)
- Prepare and produce the records

  Important Notes:

  - The first 15 minutes of staff time per request is provided free of charge.
  - Time beyond the initial 15 minutes is calculated in 15-minute increments, rounded up to the next quarter hour.
  - This 15-minute grace period cannot be combined across multiple requests.

2. Cost Estimates & Payment Requirements

Depending on the estimated cost of your request, different procedures will apply:

Requests Estimated Between $25.00 and $499.99

You will receive a written cost estimate within two (2) business days.

We will not begin processing the request until we receive your written agreement to pay the estimated cost.

Requests Estimated at $500.00 or More

You will receive a written notice through our JustFOIA system.

Full prepayment is required before any work will begin.

Once payment is received, work will begin within one (1) business day.

3. Copying & Format Charges

Electronic Records (via JustFOIA)

There is no charge for records provided electronically, as long as they are already in an electronic format.

Paper Copies

$0.10 per page for standard letter (8.5" x 11") and legal (8.5" x 14") size documents.

For oversized, color, or special-format documents, the City may charge the actual reproduction cost as allowed under state law (O.C.G.A. § 50-18-71(c)(2)).

All applicable copy charges will be disclosed before production begins.

Questions?

If you have any questions about estimated costs or how to submit a request, please visit our [Open Records Request Portal] or contact the City Clerk's Office.