

City of Blue Ridge: Open Records Request Form

Date: ____ / ____ / ____

Time: ____ : ____ AM/PM (circle one)

Records Request Received By: _____

Records Request Addressed To: _____

IMPORTANT NOTIFICATION:

In accordance with the Open Records Act, the City of Blue Ridge has *three* business days to respond to your request. It is important to note that a response does not necessarily mean the records will be available within that timeframe because some records are not readily accessible. In these instances, a timeline will be provided as to when the records are expected to be available.

You will receive a written notice along with an *estimated* cost to fulfill this request giving an option to proceed, amend or withdraw your request. Proceeding with the request means you accept responsibility for all applicable charges, as allowed by the Open Records Act. The final cost will be provided when the request has been completed and it may include: **copying charges of .10 per page, administrative charges for search, retrieval, and other direct administrative costs.** The City must provide at least fifteen (15) minutes free for search and retrieval and after that, the hourly charge, which is imposed, shall not exceed the salary of the lowest paid employee who has the necessary skill and training to carry out the request. Payment will be expected prior to releasing the documents.

Information Requested: _____

Contact Information for Individual Requesting Records: _____

How will records be obtained (Picked up by Individual, Mailed, Faxed, E-Mailed): _____

** If obtained by any method other than being picked up by individual, The City of Blue Ridge reserves the right to request pre-payment of records

Cost of Records: \$_____.

Date and Time Request Fulfilled: _____

Signature of City Employee that Fulfilled Request: _____