



Open Records Request Form

Office of the City Clerk

P. O. Box 247

186 Hwy 441 Bypass, Baldwin, GA 30511

City Clerk
City of Baldwin
186 Highway 441 Bypass
P.O. 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, Georgia. 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 records:

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 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: _____

Email: _____

Send records to email

City Resident: [] YES [] NO

Media Representative: [] YES [] NO