



City Clerk's Office
205 Lawrence Street
Marietta, Georgia 30060
770-794-5526

In accordance with the Georgia Open Records Act (O.C.G.A. § 50-18-70), the following policies and procedures have been implemented in the City Clerk's Office.

Open Records Policy and Procedure

We will respond to your request within 3 business days after we receive your request. Possible responses to your request could include:

- If the information is readily available and clearly public, we will provide copies of the requested documents or tell you when and where you may examine the documents;
- If the documents cannot be produced for examination or duplication within 3 business days because they are in active use or in storage, we will tell you when and where the requested documents will be available to you;
- If the requested information is clearly exempt from public disclosure, we will tell you which provisions of the Georgia Open Records Act (O.C.G.A. § 50-18-70) apply to your request; or
- In the unlikely situation that it is unclear what information you are requesting, we will notify you asking you to clarify your request.

No public officer or agency shall be required to prepare reports, summaries, or compilations not in existence at the time of the request (O.C.G.A. § 50-18-70(d)).

In addition, a reasonable charge may be collected for search, retrieval, and other direct administrative costs for complying with a request (O.C.G.A. § 50-18-71(d)). Below are additional charges that may apply:

Standard size paper copies (8 ½ x 11)	\$0.10 per page
Non standard paper copies (8 ½ x 14 or larger)	\$0.25 per page
Large maps or plats	\$2.00 per page
CD's or Audio cassette	\$5.00 each
Certified copies	\$5.00 each
Administrative Fee (collection and retrieval time)*	
-first 15 minutes	no cost
-16 min. – 1 hr	\$10.00
-each hr. thereafter	\$10.00

If the estimated cost for your request exceeds \$25, we will notify you of the estimated cost before we fill your request. We require payment in advance when the estimated cost of producing copies exceeds \$500.

***Be advised that any administrative fee incurred during collection and retrieval of documents is due at the time of review and/or delivery of documents, regardless of the number of copies taken.**