



OPEN RECORDS COST WORKSHEET

The following are the actual costs incurred in complying with the request to copy City of Cairo records under O.C.G.A. § 50-18-70. *{There is no charge for the first quarter hour of time expended in record preparation.}* The open records act allows an agency to waive all fees should it so choose. It also authorizes an agency to charge anywhere between \$.00 per page and \$.10 per page. There is no charge for simple inspection of records that are routinely subject to public inspection.

{ < 15 minutes = No Charge }

Total Hours of Preparation		x	\$19.54	=	\$
Number Hours of Copying		x	\$19.54	=	\$
Number of Pages		x	\$.10 per page	=	\$
<i>Subtotal</i>					\$

Number of hours of Search, Review, & Retrieval

The following additional costs may be applicable:

# of Copies of Audio		x	\$5.00	=	\$
# of Copies of DVD's		x	\$5.00	=	\$
# of CD's with Digital Photos		x	\$5.00	=	\$
Other Agency Cost				=	\$
Postage			<cost of Postage>	=	\$
<i>Grand Total</i>					

<i>Preparer's Name</i>	<i>Date</i>

For Office Use Only

<i>Amount Received</i>	<i>Received by</i>	<i>Date</i>