

Date:

Under the Georgia Open Records Act § 50.18.70 *et seq.*, I would like to inspect the following public records that I believe are in the custody of the Georgia Environmental Protection Division (EPD).

Describe the records or information sought with as much detail as possible, including:

- Name(s) of any facilities, companies, or individuals
- The subject matter of the records sought
- Type of record sought (e.g., permit, enforcement order, letter)/name or title of the record, if known
- The date range of the records sought
- The address(es), including city and county(ies), or a map with the site(s) highlighted and labeled roads/highways nearby
- The names of the related facility(ies)
- Date(s) of any incident or event
- Description of any incident or event

**[Please note that the more specific you are and the more targeted your request, the more likely the record you seek can be located and the more quickly EPD will be able to identify whether it has responsive records.]**

I am submitting this request as part of a Phase I Environmental Site Assessment.

I am submitting this request as part of a media inquiry.

Media Source:

If access to the records I am requesting will take longer than three days, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If this request is denied in whole or in part, please cite the specific statutory exemption upon which you have relied. I also ask that you release all separate portions of otherwise exempt material.

I understand that pursuant to O.C.G.A. § 50.18.71 I may be charged administrative and copying fees for the cost to search retrieve, copy, and supervise inspection of the requested documents. Prior to preparing the requested items, I request that you inform me of the cost for these items if the cost will exceed \$

If there are any questions about my request, I may be contacted at:

Sincerely,