

**Crisp County Power Commission  
Public Records Request Form**

**Requester Information:**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Description of Requested Records:**

**We encourage you to list detailed descriptions to avoid confusion.**

Type of Record(s) (emails, reports, contracts, meeting minutes, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Range (if applicable): \_\_\_\_\_

Keywords or Subject Matter (related to the records): \_\_\_\_\_

Additional Information: \_\_\_\_\_

**Preferred Format:**

- Physical Copies
- Digital Copies (PDF, Excel, etc.)
- Inspection Only

**Exemptions (if applicable):**

Certain records may be exempt from disclosure under public records laws. Requester will be informed if such exemption occurs with a deny to the request.

**Fees for Records (if applicable):**

The requester will be informed of the total cost prior to processing.

\*Regular and redacted copies are \$.25 per page.

\*\*If cost is over \$500, pre-payment will be required.

\*\*\*If cost to copy and/or redact is greater than 15 minutes, then \$1.00 each additional minute.

\*\*\*\*If no redactions are needed, records can be inspected and self copies can be made at \$.25 per copy.

**Signature of Requester:**

Signing and dating below confirms that you, the requester understands the terms of the request process.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submission Instructions:**

Submit your request by mail to Crisp County Power Commission, ATTN: General Manager, PO Box 1218, Cordele, Georgia 31010-1218 or by email to: [hr@crispcountypower.com](mailto:hr@crispcountypower.com)

Crisp County Power Commission will respond to your request within three business days with the requested records (if readily available) or by acknowledging receipt of the request (and then let the requester know when the requested records will be ready).

**For Crisp County Power Commission Use Only:**

Action(s) taken:

Request granted:

Date request received - \_\_\_\_\_

Date responded to requestor and how responded - \_\_\_\_\_

\_\_\_\_\_

Date records submitted to requestor and how submitted - \_\_\_\_\_

\_\_\_\_\_

Request for additional submission time and how much additional time - \_\_\_\_\_

\_\_\_\_\_

Request denied and why and how informed requestor - \_\_\_\_\_

\_\_\_\_\_