

## **Open Records Request Form**

To file an open records request please fill out information below.

Name:

Address:

Please provide in detail the records that you are requesting.

Requested Records:

Your request for records under O.C.G.A. § 50-18-70 et seq. will be reviewed and you will receive a reply within the allotted three business as to the status of your request. In accordance with paragraph (f) of the aforementioned code, the documents will be assembled and made available for your inspection as time allows, in the Board Room of the Newton County Water & Sewerage Authority, 11325 Brown Bridge Road, Covington, Georgia. An alternate mailing option can be provided through FEDEX at the requester's expense.

The agent for service of process for the Authority is its Executive Director. The current Executive Director is Mike Hopkins. Service of process can be mailed to his attention at our place of business on Brown Bridge Road.

In accordance with O.C.G.A. § 50-18-71.2, the estimated time for document retrieval will be calculated in hourly increments. The hourly rate shall be \$12.50 per hour. There will not be any charge for the first quarter hour. The charge for copies shall be 25¢ per page. Fees may be paid by cash, check, or money order.

Mike Hopkins  
Executive Director  
11325 Brown Bridge Road  
Covington, Georgia 30016

