

2017 OPEN RECORDS REQUEST FORM

The City of Hiawassee has specified that all written requests for public records goes to a records custodian [§ 50-18-71 (b) (1) (B)]. The custodian designated for the City of Hiawassee is the City Clerk, Cenlya Galloway.

To request any City Record as defined under state law, please complete the following information and email to clerk@hiawasseega.gov. In lieu of completing this form, please call the City Clerk at 706-896-2202.

Name of Requesting Party: _____

Mailing Address of Requiring Party: _____

Email of Requesting Party: _____

Telephone Number of Requesting Party: _____

Preference for receipt of Records: _____
(i.e.: email, regular mail, pickup)

Specific Description of the Records Sought:

Please review the City Open Meeting/Records Policy posted on the city webpage at hiawasseega.gov. In case of questions, please contact the custodian.