



**REQUEST FOR OPEN RECORDS
CITY OF FORT VALLEY
FORT VALLEY, GEORGIA 31030
(478) 825-8261
OFFICAL RECORD KEEPER: KARIN D. VINSON, CITY
ADMINISTRATOR**

DATE

NAME OF PERSON MAKING REQUEST

ADDRESS

CITY STATE ZIP CODE

COMPANY/ORGANIZATION

AREA CODE TELEPHONE NUMBER

Detailed description of records requested (Use a separate sheet if necessary): _____

Requester's Signature

Date

Record Keeper's Signature

Date / Time Received

Approved _____
Notes

Denied _____
Reason

