



**OPEN RECORDS REQUEST
CITY OF FORT VALLEY
FORT VALLEY, GEORGIA 31030
(478) 825-8261**

OFFICIAL RECORD KEEPER: SCAKAJAWEA WRIGHT, INTERIM CITY ADMINISTRATOR

DATE

NAME OF PERSON MAKING REQUEST

ADDRESS

CITY STATE ZIP CODE

COMPANY/ORGANIZATION

AREA CODE & PHONE NUMBER

Detailed description of records requested (Please use a separate sheet if necessary):

Requester's Signature

Date

Record Keeper's Signature

Date

Approved _____

Notes _____

Denied _____

Reason _____