

Jekyll Island State Park Authority
 Historic Resources Division
 100 James Rd.
 Jekyll Island, GA 31527

EXTERNAL RECORDS REQUEST

Grey Boxes for Records Staff to complete

Instructions: Use this form to request records held in the Records Storage Facility. Please complete all fields and email/mail to the Historic Resources Division: Attention Records Manager-External Records Retrieval Request

Requester's Name:	Address:	Today's Date:
Requester's Phone:	E-mail:	
Check one: <input type="checkbox"/> Call when Ready <input type="checkbox"/> E-mail when Ready <input type="checkbox"/> Mail to	Mailing Address: (if applicable)	Need by Date:
Material Requested	Purpose	Pulled Date
		Re-filed Date
Name:	Signature:	
Legal Notice:		Cost
<p>Requester understands and agrees that public records of the JIA are subject to the requirements of the Georgia Open Records Act, O.C.G.A 50-18-70 et seq. RETRIVAL FEE: is \$20 per hour of staff time, with the first 15 minutes free as directed under GORA.</p> <p>Additionally, by signing above, the requestor understands and agrees that the Retrieval Fee is fee is due upon completion of this Request. Requestor further understands and agrees that any copying costs shall be due upon completion of this request. Should requestor fail to pick up the records, requestor shall be liable for any outstanding costs or fees and will be billed for such amount.</p>		
		Retrieval Fee
		\$
		Large Reprint Fee
		\$
		Total: \$
		Accounting: 4109-50-40
Received by:	Date:	Time:
Researcher: (pulled files)	Date:	Time In: Time Out:
Researcher: (re-filed)	Date:	Time In: Time Out:
Notes/Issues/Concerns:		Total Time:

If you need an expedited request, please contact the Records Manager directly at 912-689-8246 or rkimbell@jekyllisland.com.