



**Brunswick-Glynn County Joint Water & Sewer Commission**

Office of the Director

<http://www.bgjwsc.org>

Attn: Open Records Request Administrator

1703 Gloucester St Brunswick, GA 31520

Phone: 912-261-7136 Fax: 912-261-7178 Email: [jmeridith@bgjwsc.org](mailto:jmeridith@bgjwsc.org)

**Open Records Request Form**

<b>Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Email Address:</b>
<b>Request:</b> (please provide a detailed description of the documents being requested)	
<p><i>By my signature below, I hereby certify that I understand that the Brunswick-Glynn Joint Water &amp; Sewer Commission has three (3) days from the date they receive this request until I receive a response. I further understand that if an extension is needed, I will be contacted and so advised. I further understand that BGJWSC does recoup its expenses relating to GORA requests and that I may be required to pay a fee for administrative time, copies, CD's, thumb drives, plats or other items related to my GORA request. I further understand that should such fees total \$500 or above, I will be informed prior to the fulfilment of my request, and that I may be required to submit a deposit.</i></p>	
_____	_____
<b>Printed Name</b>	<b>Signature</b>
_____	_____
<b>Request Date</b>	<b>Deadline (If Requested by Media)</b>