Dear Custodian of Records,

Pursuant to the Georgia Open Records Act (O.C.G.A. § 50.18.70 et seq), I am requesting following records.

All email communications from 01JUN2020 to present that contain anywhere in the “Subject” or text the words or phrases, in a context referring to media materials ordered or considered for order, without regards to spacing or capitalization the following:

“Barnes and Noble,” “Barnes & Noble”

If this request is denied in whole or in part, I ask that you cite in writing the specific statutory exemption upon which you have relied, as required by law. I also ask that you release all separate portions of otherwise exempt material. Additionally, I request that redactions are not made with the exception of those required by law. Please waive any costs associated with this request, or first inform me of such costs as required by Georgia law. If there is a cost associated with this request, please include all logs and documents accounting for the title of the employee and time spent fulfilling this request.

As you know, the Law requires a response by you within 3 business days of your receipt of this letter and provides sanctions for non-compliance.

Should you have any questions, please do not hesitate to contact me at example@gmail.com.

Sincerely,

Your Name