

Georgia Open Records Act – Request Form

Date: _____ / _____ /20 _____

Requestor's Name: _____

Mailing Address: _____

City/State/Zip: _____ / _____ / _____

Telephone Number: (_____) _____ - _____

Dear Heard County Sheriff's Office:

Pursuant to the Georgia Open Records Act (O.C.G.A. §50-18-70 et seq.), you are hereby requested to make available for review and copying all files, records, and other documents that are in your possession that refer, reflect, or relate to _____

which occurred between the dates of _____ / _____ /20 _____ and _____ / _____ /20 _____.

I understand that pursuant to O.C.G.A. § 50-18-71, I may be charged administrative and copying fees for the cost to search, retrieve, copy, and supervise inspection of the requested documents. In addition, the hourly rate of the lowest paid full-time employee with the necessary skills and training to respond to my request may be charged after the first fifteen minutes. If charges apply, an estimated cost will be provided prior to production of your documents with payment required upon receipt of the records.

- I request to only review these items upon being notified of their availability.
- I request that copies be made, and I will pick up these items from the Heard County Sheriff's Office, upon being notified of their availability.
- I request that copies be made, and these items be mailed to the above indicated address.

Requestor's Signature: _____

Date: _____ / _____ /20 _____

Employee's Signature: _____

Date Received: _____ / _____ /20 _____

Date Completed: _____ / _____ /20 _____

Notes: _____

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Open Records Request

The Heard County Sheriff's Office is committed to conducting business in a manner that complies with all legal requirements, fosters public confidence, and promotes efficient and effective operations. The Heard County Sheriff's Office recognizes the importance of communicating information with the public and other interested parties and will cooperate in supplying requested information in accordance with the Georgia Open Records Act O.C.G.A. § 50-18-70 through O.C.G.A. § 50-18-76.

After the Heard County Sheriff's Office receives a request for public records an answer to the request will be provided within three business days after receiving the request, excluding holidays and emergency closures. Please allow at least three business days from the date of the incident to make your request. If the records exist but are not immediately available for production, we will provide a description of the records and a time and cost estimate for their release.

Open records requests are preferred in writing by one of the following:

- In-person during normal business hours at the Heard County Sheriff's Office, 11820 Ga. Highway 100, Franklin, Georgia 30217
- By mail addressed to Open Records Request, Heard County Sheriff's Office, P.O. Box 339, Franklin, Georgia 30217
- By email addressed to jolinger@heardcountyga.com