

**GILMER COUNTY SHERIFF'S OFFICE
OPEN RECORDS REQUEST**

Pursuant to the Georgia Open Records Law (O.C.G.A. 50-18-70 et seq.) (the "Law"), I would like to review and/or obtain copies of Gilmer County Records.

Please Check One:

- _____ I need to review the records.
- _____ I need to obtain copies of the records.

I would like to request the following type of records:

- _____ Radio traffic pertaining to the incident.
- _____ Phone calls pertaining to the incident.
- _____ Computer Aided Dispatch (CAD) printout(s).

Please provide a detailed description of the incident that you re requesting:

Date(s) & Time(s) of incident: _____

Phone & Address of incident: _____

Callers Name: _____

Type of Call: _____

I understand that pursuant to the O.C.G.A. 50-18-71, I may be charged an administrative fee for the costs associated with the search, retrieval, review, copying, reproduction and mailing of public records. This fee may not exceed the salary of the lowest paid, full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request. No charge may be made for the first fifteen (15) minutes of administrative time.

I acknowledge that Gilmer County Sheriff's Office has three (3) business days to acknowledge receipt of the request and provide a cost estimate for the request.

Requestor Information:

Name: _____ **Date:** _____

Address: _____ **Phone:** _____

City, St, Zip _____ **RECV'D:** _____

=====Do not write below this line=====

Prepared By: _____ **Cost:** _____