

Gilmer County Georgia Sheriff Open Records Request Form

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

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.

Please provide a detailed description of the incident you are requesting:

Date(s) & Time(s) of Incident:

Address / Location of Incident:

Caller(s) Name:

Type of incident:

Please circle one of the following options:

I would like to review copies records

I would like to obtain copies of the records

Records Request

Retrieval of records - \$23.15 per hour (First 15 minutes are free)
Retrieval rates apply on all records

I would like to request the following type of record/s (please circle):

Paper Copies

\$5 for Accident Report

\$2 for Incident Report

\$2 for Book-In Report

CAD is 10 cents per page

Miscellaneous paper copies are 10 cents per page

Electronic Media

Audio CD of Radio Traffic is 35 cents per disc/sleeve

Audio CD of Phone Calls is 35 cents per disc/sleeve

Audio CD Radio Traffic & Phone Calls is 35 cents per disc/sleeve

USB of Video (if available) is \$3.95 per USB

If requesting copies of records, circle how you want to receive them:

In Person

By Mail

By Email

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

Date Submitted:

Requestor Name:

Requestor Phone Number:

Requestor Email:

Requestor Full Mailing Address:

How to Submit This Form

mail this form to:

Gilmer County 911 / Addressing
1 Broad Street
Ellijay GA 30540

or fax this form to:

706-635-6911

(office only) Completed By:

(office only) Date Completed:

(office only) Time spent on retrieval of records: hours minutes