

FANNIN COUNTY SHERIFF'S OFFICE

SHERIFF DANE KIRBY

OPEN RECORDS REQUEST FORM

PURSUANT TO THE GEORGIA OPEN RECORDS LAW (O.C.G.A. 50-18-70 ET SEQ.)

I WOULD LIKE TO REQUEST THE FOLLOWING TYPE OF RECORD(S)

**** RETRIEVAL OF RECORDS - \$ 16.00 PER HOUR (FIRST 15 MINUTES ARE FREE) ****

RETRIEVAL RATES APPLY ON ALL RECORDS.

- ACCIDENT REPORT
- INCIDENT REPORT
- BOOK-IN REPORT
- VIDEO DVD
- PHOTOS DVD

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 THAT YOU ARE REQUESTING:

DATE(S) & TIME(S) OF INCIDENT: _____

ADDRESS / LOCATION OF INCIDENT: _____

CALLER(S) NAME: _____

TYPE OF INCIDENT: _____

OTHER DETAILS: _____

I ACKNOWLEDGE THAT THE FANNIN COUNTY SHERIFF'S OFFICE HAS THREE BUSINESS DAYS TO ACKNOWLEDGE RECEIPT OF THE REQUEST AND PROVIDE A COST ESTIMATE FOR THE REQUEST.

REQUESTOR INFORMATION:

DATE SUBMITTED: _____

NAME: _____

CONTACT NUMBER: _____

EMAIL: _____

MAILING ADDRESS: _____

STATE: _____ ZIP CODE: _____

IF REQUESTING TO OBTAIN COPIES OF RECORDS, PLEASE CHECK HOW YOU WOULD LIKE TO RECEIVE THEM:

- IN PERSON VIA MAIL VIA EMAIL ** IF APPLICABLE **

SUBMIT FORM TO: FANNIN COUNTY SHERIFF'S OFFICE

645 W. FIRST ST BLUE RIDGE, GA 30513

EMAIL: JLUNSFORD@FANNINCOUNTYGA.ORG

FAX: 706-258-5237

COMPLETED BY: _____

DATE COMPLETED: _____

TIME SPENT ON RETRIEVAL OF RECORDS: _____ HOURS _____ MINUTES

TOTAL COST OF RECORDS: \$ _____

INVOICE OR ITEMIZED LIST ATTACHED

REVISED 04 / 01 / 2018