



Douglas County Sheriff's Office

Tim Pounds, Sheriff

Kenneth Conner, Chief Deputy
Doug Oliver, Colonel

8470 Earl D. Lee Boulevard
Douglasville, Georgia 30134
(770) 942-2121

REQUEST FOR OPEN RECORDS ACT REQUESTER INFORMATION

*RECORDS WILL HAVE **3** BUSINESS DAYS (**72 HOURS**) TO **RESPOND** TO YOUR REQUEST ONCE IT IS RECEIVED BY OUR DEPARTMENT.

DATE: _____

REQUESTER'S NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

DATE AND NAME OF RECORD/DOCUMENT: _____

SPECIFIC DETAILS ABOUT RECORD/DOCUMENT REQUESTED:

REQUESTER'S SIGNATURE: _____

COST:

- 1ST 15 MINUTES IS FREE
- \$14.17 PER HOUR/OTHER DEPARTMENTS VARY
- \$.10 CENTS PER PAGE
- CD's are \$10.00 EACH + DEPARTMENT TIME (OTHER DEPARTMENTS MAY VARY)
- PROOF OF INCARCERATIONS AND ACCIDENT REPORTS ARE \$2.00 EACH
- \$19.03 (I.T. DEPT.) PER HOUR + \$10.00 PER DISK FOR ALL DASH CAM AND BODY CAM

*PLEASE NOTE: IF RECORDS IS REQUIRED TO SEND YOUR REQUEST TO ANOTHER DEPARTMENT; THEIR COST FOR TIME IS DIFFERENT FROM RECORDS COST AT \$13.85. IT IS THE LOWEST PAID EMPLOYEE OF THAT DEPARTMENT.

PLEASE SIGN IF YOU AGREE TO THE PAYMENT CONDITONS ABOVE (MAY THEY APPLY): _____

PERSONNEL PREPARING REQUEST: _____

REQUEST PROCESSED: _____ REQUEST DENIED: _____

REASON FOR DENIAL:

