



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: _____

EMAIL ADDRESS: _____

DATE AND NAME OF RECORD/DOCUMENT: _____

SPECIFIC DETAILS ABOUT RECORD/DOCUMENT REQUESTED:

REQUESTER'S SIGNATURE: _____

COST:

- 1ST 15 MINUTES ARE FREE
- \$17.39 PER HOUR- RECORDS DEPT. ONLY/OTHER DEPARTMENTS VARY
- \$.10 CENTS PER PAGE
- PROOF OF INCARCERATIONS AND ACCIDENT REPORTS ARE \$2.00 EACH
- \$31.41 (I.T. DEPT.) PER HOUR FOR ALL DASH CAM AND BODY CAM VIDEOS

OTHER DEPARTMENTS MATERIALS AND TIME COSTS MAY VARY-IF RECORDS IS REQUIRED TO SEND YOUR REQUEST TO ANOTHER DEPARTMENT; THEIR COST FOR TIME IS DIFFERENT FROM RECORDS COST AT \$17.39. THE COST IS DETERMINED BY THE LOWEST PAID EMPLOYEE OF THAT DEPARTMENT THAT CAN **PULL** THE REQUESTED RECORDS. ***Please Note: We may require a down payment for a projected cost. There may be additional fees. Until the video is pulled, viewed, and appropriately redacted, we do not know the full total. The down payment will be applied to the final costs.***

*******PREFERRED METHOD OF RECEIVING VIDEO FILES ONLY (IF APPLICABLE)*******

DVD/USB DRIVE (\$10 EACH)

INTERNET FILE SHARE via EMAIL (TIMING FEES ONLY APPLY)

***** THE SHERIFF'S OFFICE IS WORKING DILIGENTLY ON YOUR OPEN RECORDS REQUEST, AND RECORDS MAY NOT BE RECEIVED THE SAME DAY AS REQUESTED, WE MAY REQUIRE PAYMENT IN EXCHANGE OF SERVICES RENDERED. IT MAY TAKE TIME TO PULL THE REQUESTED RECORDS AND THE RECORDS DEPARTMENT MAY REQUIRE A DOWN PAYMENT BEFORE WE BEGIN THE PROCESS. BY SIGNING THE AGREE TO PAY LINE, IT IS UNDERSTOOD BY THE SIGNEE THAT ANY MONEY EXCHANGED, INCLUDING A DOWNPAYMENT IS NON-REFUNDABLE. *****

PLEASE SIGN IF YOU AGREE TO THE PAYMENT CONDITONS ABOVE: _____

****For Records Use Only****

PERSONNEL PREPARING REQUEST: _____

REQUEST PROCESSED: _____ REQUEST DENIED: _____

REASON FOR DENIAL: _____