



Open Records Request Form

Henry County Sheriff's Office

120 Henry Parkway, McDonough, GA 30253

Fields marked with an asterisk * are required.

REQUESTOR INFORMATION

Name of Requestor: *		Company Name: *	
Address: (Street)		(City)	(State) (Zip)
Primary Phone #: *	Second Phone #:	Email Address: *	

RECORD(S) REQUESTED

I am making an Open Records Act request to receive documents related to the individual and/or incident described below.

Individual's Full Name:	Date of Birth (If known):
Status: Employee Inmate Other	
Information Requested:	

METHOD OF DELIVERY

Indicate preferred method of delivery below.

US Postal Service	Via Email	Call for Pick Up
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PAYMENT AGREEMENT

I agree to pay any copying and/or administrative costs incurred in fulfilling my request to the extent permitted by Georgia law. If the estimated cost to respond is over \$25, the HCSO must notify the requestor of the estimated amount within three business days of receiving the request, but is not required to begin retrieving documents until the requestor agrees to pay the estimated cost. If the estimated cost is over \$500, the HCSO will not begin retrieving documents until the requestor pays the estimated costs. The HCSO can charge no more than 10 cents per page for copies of letter/legal size documents, and actual cost for copies of other- sized documents. The labor rate for search, retrieval, redaction, and production will be the hourly rate of the lowest-paid employee who is qualified to fulfill the request. There will be no charge for the first 15 minutes an employee works on a request.

Signature:

Date Submitted:

The Henry County Sheriff's Office (HCSO) considers access to public records of paramount importance. After the HCSO receives a request for public records, our office has three (3) business days to determine whether records are in our custody and whether the records are subject to disclosure under the Georgia Open Records Act (O.C.G.A §50-18-70-75 et al). A response must be made within three business days to the individual who requested the records, even if the records will take longer than that to produce. Residents who request records but there are no responsive documents that exist should get a response stating such within three business days.

Unless the requested records are exempt from production requirements of the Open Records Act, inspection or copying of the requested records must be permitted. The Georgia Open Records Act does not require the creation of records, reports, summaries or compilations not already in existence at the time of the request. All records provided are based on the available format.