

MODEL OPEN RECORDS REQUEST

[This form may be used to distribute to individuals requesting documents under the open records law; however, an open records request is not required to be in writing]

COUNTY OPEN RECORDS REQUEST

Pursuant to the open records law, I would like to: _____ inspect and copy; or _____ obtain copies of (please check one) the following _____ County records: _____

(in order to reduce administrative and copying charges, please provide as detailed a description as possible of the records that you are requesting)

Please check one:

_____ I would like to review the documents/receive the copies within three business days of this request if the records are available; however, I understand that if the records cannot be produced within three business days, a timetable for their release will be provided to me; or

_____ I do not need the documents/access within three business days, but would like to review the documents/ receive the copies by _____ (insert desired timetable).

I understand that, pursuant to O.C.G.A. § 50-18-71, I may be charged administrative and copying fees for the cost to search, retrieve, copy, redact, and supervise access to the requested documents. This fee represents the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to my request, with no charge for the first fifteen minutes that it takes to respond to the request. The charge for copies is 10¢ per page for letter or legal sized documents and the actual cost for non-standard documents or electronic media, however, higher fees for certified copies or other specialized records may be charged, if provided by law. I understand that I will be asked to prepay all costs associated with retrieving the records before the request will be processed if the estimated cost for producing the records exceeds \$500, or if I have failed to pay for requested records in the past. I agree to pay all copying and/or administrative costs incurred with fulfilling my open records request.

If there are any questions about my request, I may be contacted at (_____) _____ - _____
(please insert daytime telephone number) or by email at _____
(please insert e-mail address)

Sincerely,

Requestor

Date

(printed name)

(address)

For county use only:

Open records requests are not required to be in writing. If the requestor declines to use this records request form, fill in this form based upon the information that the requestor provided and sign below.

Date: _____

Time: _____

Name of Employee Receiving Oral Request: _____

Signature: _____

Department: _____

MODEL RESPONSE TO OPEN RECORDS REQUEST

When Documents Are Available to Be Inspected, Copied or Provided Within Three Business Days

[This response should be used when an individual has requested to review or inspect records, portions of which may be exempt, that may be made available within three business days of the request]

Date *(To be sent within three business days of the request for record)*

Dear _____ *(Requestor)*:

Thank you for your request to review county records and your interest in county government. I received your [verbal/written] open records law request on _____ (insert date) to review _____ County documents. After reviewing your request, it has been determined that [check one]:

- _____ All of the documents that you requested are required to be released under the open records law.
- _____ [Portions of the/The] documents are not required to be released pursuant to a court order issued by the _____ Court of _____ [Judicial Circuit/County] dated _____. See O.C.G.A. § 50-18-71(a).
- _____ [Portions of the/The] documents are specifically required by the federal government to be kept confidential (see O.C.G.A. § 50-18-72(a)(1) and _____) (insert the citation to the federal code or regulation that requires the document to be kept confidential).
- _____ [Portions of the/The] documents are medical records and are not required to be released. See O.C.G.A. § 50-18-72(a)(2).
- _____ [Portions of the/The] documents contain information the disclosure of which would be an invasion of personal privacy and are not required to be released. See O.C.G.A. § 50-18-72(a)(2).
- _____ [Portions of the/The] documents were compiled for law enforcement or prosecution purposes and would disclose (1) the identity of a confidential source, (2) confidential investigative or prosecution material that would endanger the life or physical safety of an individual, or (3) the existence of a confidential surveillance or investigation and are not required to be released. See O.C.G.A. § 50-18-72(a)(3).
- _____ [Portions of the/The] documents are records of a pending investigation or prosecution of a criminal or unlawful activity by a law enforcement, prosecuting or regulatory agency and are not required to be released. See O.C.G.A. § 50-18-72(a)(4).
- _____ [Portions of the/The] documents are Individual Georgia Uniform Motor Vehicle Accident Reports, which may only be released to certain individuals who complete a statement of need. See O.C.G.A. § 50-18-72(a)(5).

- _____ [Portions of the/The] documents contain jury list data, including, but not limited to, persons' names, dates of birth, addresses, ages, race, gender, telephone numbers, social security numbers, and when it is available, the person's ethnicity, and other confidential identifying information, which are not subject to disclosure. See O.C.G.A. § 50-18-72(a)(6).
- _____ [Portions of the/The] documents are confidential evaluations relating to the appointment or hiring of a public officer or employee and are not required to be released. See O.C.G.A. § 50-18-72(a)(7).
- _____ [Portions of the/The] documents contain materials of an investigation relating to the suspension or firing of, or a complaint against, a public officer or employee that has not been completed for at least ten days and are not required to be released. See O.C.G.A. § 50-18-72(a)(8).
- _____ [Portions of the/The] documents contain information relating to the acquisition of real property and are not required to be released until the property is purchased or the acquisition is abandoned. See O.C.G.A. § 50-18-72(a)(9).
- _____ [Portions of the/The] documents contain pending bids or proposals on public works or road construction projects and are not required to be released until the final award is made or the project is abandoned. See O.C.G.A. § 50-18-72(a)(10).
- _____ [Portions of the/The] documents would identify individuals applying for or under consideration for employment or appointment as an executive head and are not required to be released until up to three finalists are selected. Once the final three individual's consent to having their names released, then the county will release their names at least 14 days before hiring one of them. See O.C.G.A. § 50-18-72(a)(11).
- _____ [Portions of the/The] documents are of historical research value and have had a restriction of access placed upon them by the owner/ donor and are not required to be released. See O.C.G.A. § 50-18-72(a)(13).
- _____ [Portions of the/The] documents would reveal the location or character of a historic property that the Division of Historic Preservation of the Department of Natural Resources has determined the disclosure of which would create a substantial risk of harm, theft or destruction to the property and are not required to be released. See O.C.G.A. § 50-18-72(a)(14).
- _____ [Portions of the/The] documents would reveal records of farm water use by individual farms determined by water-measuring devices installed pursuant to O.C.G.A. §§ 12-5-31 or 12-5-105 and are not required to be released. See O.C.G.A. § 50-18-72 (a)(15).
- _____ [Portions of the/The] documents contain site specific information regarding the occurrence of rare species of plants or animals or the location of sensitive natural habitats the disclosure of which has been determined by the Department of Natural Resources to create a substantial risk of harm, theft or destruction to the species or habitat and are not required to be released. See O.C.G.A. § 50-18-72(a)(18).
- _____ [Portions of the/The] documents would reveal the names, home addresses, telephone numbers, security codes, e-mail addresses or any other data or information developed, collected or received by the county in connection with the installation, servicing, maintaining, operating, selling or leasing of burglar alarm systems, fire alarm systems

or other electronic security systems and are not required to be released. See O.C.G.A. § 50-18-72(a)(19).

_____ [Portions of the/The] documents that would reveal the names, home addresses, telephone numbers, security codes, e-mail addresses or any other data or information developed, collected or received by the county in connection with a neighborhood watch or public safety notification program are not required to be released. See O.C.G.A. § 50-18-72(a)(19).

_____ [Portions of the/The] documents include records that reveal an individual's social security number, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information, insurance or medical information in all records, unlisted telephone number if so designated in a public record, personal e-mail address or cellular telephone number, day and month of birth, and/or information regarding public utility, television, internet, or telephone accounts held by private customers, provided that non-itemized bills showing amounts owed and amounts paid shall be available, and may not be required to be released except in limited situations defined by law. See O.C.G.A. § 50-18-72(a)(20).

_____ [Portions of the/The] documents include records concerning public employees that reveal the public employee's home address, home telephone number, day and month of birth, social security number, insurance or medical information, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information other than compensation by a government agency, unlisted telephone number if so designated in a public record, and the identity of the public employee's immediate family members or dependents, and may not be required to be released except in limited situations defined by law. See O.C.G.A. § 50-18-72(a)(21).

_____ [Portions of the/The] documents would reveal the names, or date of birth of children, or the names, addresses, telephone numbers, or e-mail addresses of parents, immediate family, and emergency contacts, or names of individuals who report violation in records of the Department of Early Care and Learning and are not required to be released. See O.C.G.A. § 50-18-72(a)(22).

_____ [Portions of the/The] documents contain information that would disclose any component in the process used to adopt an electronic signature. See O.C.G.A. § 50-18-72(a)(23).

_____ [Portions of the/The] documents would reveal the home address, home telephone number, work address, work telephone number or hours of employment of any individual participating in or who expressed an interest in participating in any carpooling or rideshare program and are not required to be released. See O.C.G.A. § 50-18-72(a)(24).

_____ Records that could compromise public security including vulnerability assessments, security plans and blueprints of public facilities. See O.C.G.A. § 50-18-72 (a)(25).

_____ Portions of records identifying callers to 9-1-1 call centers by name, address and phone number. See O.C.G.A. § 50-18-72(a)(26).

- _____ Portions of records identifying children 12 years of age or younger participating in public recreation programs by name, address and phone number or emergency contact. See O.C.G.A. § 50-18-72(a)(27).
- _____ [Portions of the/The] documents would reveal a trade secret and are not required to be released. See O.C.G.A. § 50-18-72(a)(34).
- _____ [Portions of the/The] documents would reveal a potentially commercially valuable plan, proposal or strategy of the hospital authority and are not required to be released. See O.C.G.A. §§ 50-18-72(a)(39) and 31-7-75.2.
- _____ [Portions of the/The] documents are subject to the attorney-client privilege or the attorney work product confidentiality and are not factual findings are not required to be released. See O.C.G.A. § 50-18-72(a)(41).
- _____ [Portions of the/The] documents contain confidential tax information and are not required to be released. See O.C.G.A. § 50-18-72(a)(43), O.C.G.A. § 48-2-15 and/or O.C.G.A. § 48-5-314(a).
- _____ Original trial exhibits are not permitted to be inspected without the approval of the judge. However, a copy, photograph or other reproduction may be provided. See O.C.G.A. § 50-18-72(c) and (d).
- _____ Trial exhibits in cases involving alleged violations of O.C.G.A. § 16-12-100 are not permitted to be inspected or copied without a court order. See O.C.G.A. § 50-18-72(c) and (d).
- _____ Records that provide cable and video service provider financial information are not required to be released. See O.C.G.A. § 36-76-6(d).
- _____ [Portions of the/The] documents contain vital records exempt from disclosure and are not required to be released. See O.C.G.A. §§ 50-18-76 and 31-10-25.
- _____ Other: _____

(include all applicable legal authority for such exemption with code section, subsection and paragraph)

The [portion of the documents subject to release/documents] are available at this time. Please come to room _____ of the _____ County Courthouse [during normal business hours/ on _____ date/ Please call _____ at _____ to set up a convenient appointment]. If you still desire copies of these documents, please sign and date the bottom portion of this letter and return it to my office.

As provided by O.C.G.A. § 50-18-71, the estimated cost to search, retrieve, copy, redact, and supervise access to the requested documents is \$ _____. This fee includes a charge of \$ _____ per hour to cover the administrative costs of assisting you with your request (e.g., staff time searching for, retrieving, copying the requested documents, supervision of the access, etc.) to access county records as authorized by O.C.G.A. § 50-18-71. This fee represents the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to your request. There is no charge for the first fifteen minutes. Should you need copies of any of the requested records, the charge is generally 10¢ per page for letter or legal sized documents. You will be charged the actual cost for non-standard documents or

electronic media. Additionally, higher fees may be charged for certified copies or other specialized records, if provided by law. At this time, there appear to be approximately _____ pages of documents responsive to your request that are subject to release under the open records law.

Please sign and date below acknowledging that you understand the administrative and copying costs are your responsibility. Please return a copy of this letter to my office prior to reviewing the documents.

Sincerely,

_____ County Records Custodian

I agree to pay all copying and/or administrative costs incurred in fulfilling my open records request.

Requestor

Date

MODEL RESPONSE TO OPEN RECORDS REQUEST

When Records Are Not Available Within Three Days

[This response should be used when an individual has requested to review, inspect or obtain copies of records, portions of which may be exempt, that cannot be made available within three business days of the request, are overly broad requests, are completely exempt from disclosure, or are unavailable]

Date *(To be sent within three business days of the request for records)*

Dear _____ *(Requestor)*:

Thank you for your request to review county records and your interest in county government. I received your [verbal/ written] open records law request on _____ (date) for copies of the following _____ County documents or records: _____

(insert a description of the requested documents or records).

AVAILABILITY

_____ All of the documents that you requested are required to be released under the open records law, but they cannot be made available to you within three business days of your request. They will, however, be made available to you on _____ (insert timetable for availability of the requested documents).

_____ [Portion of the documents subject to release/the documents] cannot be made available within three business days of your request. They will, however, be made available to you on _____ (insert timetable for availability of the requested documents).

_____ The [portion of the documents subject to release/documents] are not available in an electronic format. The records may however be [copied/personally inspected]. The records [are now available/cannot be made available within three business days of your request, but will be made available to you on _____ (insert timetable for availability of the requested documents).]

_____ It has been determined that _____ County does not maintain documents or records that are responsive to your request. [You may wish to contact the City of _____ / the State/etc. as they may maintain such records].

_____ It has been determined that none of the records that you have requested are subject to release under the open records law.

FURTHER ACTION REQUIRED

_____ This request is [very broad/voluminous]. While we are able to comply with your open records request as stated, it may be less costly to you if your request were more specific. It might be helpful if you could [be more specific with/further explain] your request so that I can better locate the documents that you would like thereby reducing your cost.

EXEMPT RECORDS

After reviewing your request, it has been determined that the following exemptions apply:

- _____ All of the documents that you requested are required to be released under the open records law.
- _____ [Portions of the/The] documents are not required to be released pursuant to a court order issued by the _____ Court of _____ [Judicial Circuit/ County] dated _____. See O.C.G.A. § 50-18-71(a).
- _____ [Portions of the/The] documents are specifically required by the federal government to be kept confidential (see O.C.G.A. § 50-18-72(a)(1) and _____) (insert the citation to the federal code or regulation that requires the document to be kept confidential).
- _____ [Portions of the/The] documents are medical records and are not required to be released. See O.C.G.A. § 50-18-72(a)(2).
- _____ [Portions of the/The] documents contain information the disclosure of which would be an invasion of personal privacy and are not required to be released. See O.C.G.A. § 50-18-72(a)(2).
- _____ [Portions of the/The] documents were compiled for law enforcement or prosecution purposes and would disclose (1) the identity of a confidential source, (2) confidential investigative or prosecution material that would endanger the life or physical safety of an individual, or (3) the existence of a confidential surveillance or investigation and are not required to be released. See O.C.G.A. § 50-18-72(a)(3).
- _____ [Portions of the/The] documents are records of a pending investigation or prosecution of a criminal or unlawful activity by a law enforcement, prosecuting or regulatory agency and are not required to be released. See O.C.G.A. § 50-18-72(a)(4).
- _____ [Portions of the/The] documents are Individual Georgia Uniform Motor Vehicle Accident Reports, which may only be released to certain individuals who complete a statement of need. See O.C.G.A. § 50-18-72(a)(5).
- _____ [Portions of the/The] documents contain jury list data, including, but not limited to, persons' names, dates of birth, addresses, ages, race, gender, telephone numbers, social security numbers, and when it is available, the person's ethnicity, and other confidential identifying information, which are not subject to disclosure. See O.C.G.A. § 50-18-72(a)(6).
- _____ [Portions of the/The] documents are confidential evaluations relating to the appointment or hiring of a public officer or employee and are not required to be released. See O.C.G.A. § 50-18-72(a)(7).
- _____ [Portions of the/The] documents contain materials of an investigation relating to the suspension or firing of, or a complaint against, a public officer or employee that has not been completed for at least ten days and are not required to be released. See O.C.G.A. § 50-18-72(a)(8).
- _____ [Portions of the/The] documents contain information relating to the acquisition of real property and are not required to be released until the property is purchased or the acquisition is abandoned. See O.C.G.A. § 50-18-72(a)(9).
- _____ [Portions of the/The] documents contain pending bids or proposals on public works or road construction projects and are not required to be released until the final award is made or the project is abandoned. See O.C.G.A. § 50-18-72(a)(10).

_____ [Portions of the/The] documents would identify individuals applying for or under consideration for employment or appointment as an executive head and are not required to be released until up to three finalists are selected. Once the final three individual's consent to having their names released, then the county will release their names at least 14 days before hiring one of them. See O.C.G.A. § 50-18-72(a)(11).

_____ [Portions of the/The] documents are of historical research value and have had a restriction of access placed upon them by the owner/ donor and are not required to be released. See O.C.G.A. § 50-18-72(a)(13).

_____ [Portions of the/The] documents would reveal the location or character of a historic property that the Division of Historic Preservation of the Department of Natural Resources has determined the disclosure of which would create a substantial risk of harm, theft or destruction to the property and are not required to be released. See O.C.G.A. § 50-18-72(a)(14).

_____ [Portions of the/The] documents would reveal records of farm water use by individual farms determined by water-measuring devices installed pursuant to O.C.G.A. §§ 12-5-31 or 12-5-105 and are not required to be released. See O.C.G.A. § 50-18-72 (a)(15).

_____ [Portions of the/The] documents contain site specific information regarding the occurrence of rare species of plants or animals or the location of sensitive natural habitats the disclosure of which has been determined by the Department of Natural Resources to create a substantial risk of harm, theft or destruction to the species or habitat and are not required to be released. See O.C.G.A. § 50-18-72(a)(18).

_____ [Portions of the/The] documents would reveal the names, home addresses, telephone numbers, security codes, e-mail addresses or any other data or information developed, collected or received by the county in connection with the installation, servicing, maintaining, operating, selling or leasing of burglar alarm systems, fire alarm systems or other electronic security systems and are not required to be released. See O.C.G.A. § 50-18-72(a)(19).

_____ [Portions of the/The] documents that would reveal the names, home addresses, telephone numbers, security codes, e-mail addresses or any other data or information developed, collected or received by the county in connection with a neighborhood watch or public safety notification program are not required to be released. See O.C.G.A. § 50-18-72(a)(19).

_____ [Portions of the/The] documents include records that reveal an individual's social security number, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information, insurance or medical information in all records, unlisted telephone number if so designated in a public record, personal e-mail address or cellular telephone number, day and month of birth, and/or information regarding public utility, television, internet, or telephone accounts held by private customers, provided that non-itemized bills showing amounts owed and amounts paid shall be available, and may not be required to be released except in limited situations defined by law. See O.C.G.A. § 50-18-72(a)(20).

_____ [Portions of the/The] documents include records concerning public employees that reveal the public employee's home address, home telephone number, day and month of birth, social security number, insurance or medical information, mother's birth name,

credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information other than compensation by a government agency, unlisted telephone number if so designated in a public record, and the identity of the public employee's immediate family members or dependents, and may not be required to be released except in limited situations defined by law. See O.C.G.A. § 50-18-72(a)(21).

_____ [Portions of the/The] documents would reveal the names, or date of birth of children, or the names, addresses, telephone numbers, or e-mail addresses of parents, immediate family, and emergency contacts, or names of individuals who report violation in records of the Department of Early Care and Learning and are not required to be released. See O.C.G.A. § 50-18-72(a)(22).

_____ [Portions of the/The] documents contain information that would disclose any component in the process used to adopt an electronic signature. See O.C.G.A. § 50-18-72(a)(23).

_____ [Portions of the/The] documents would reveal the home address, home telephone number, work address, work telephone number or hours of employment of any individual participating in or who expressed an interest in participating in any carpooling or rideshare program and are not required to be released. See O.C.G.A. § 50-18-72(a)(24).

_____ Records that could compromise public security including vulnerability assessments, security plans and blueprints of public facilities. See O.C.G.A. § 50-18-72 (a)(25).

_____ Portions of records identifying callers to 9-1-1 call centers by name, address and phone number. See O.C.G.A. § 50-18-72(a)(26).

_____ Portions of records identifying children 12 years of age or younger participating in public recreation programs by name, address and phone number or emergency contact. See O.C.G.A. § 50-18-72(a)(27).

_____ [Portions of the/The] documents would reveal a trade secret and are not required to be released. See O.C.G.A. § 50-18-72(a)(34).

_____ [Portions of the/The] documents would reveal a potentially commercially valuable plan, proposal or strategy of the hospital authority and are not required to be released. See O.C.G.A. §§ 50-18-72(a)(39) and 31-7-75.2.

_____ [Portions of the/The] documents are subject to the attorney-client privilege or the attorney work product confidentiality and are not factual findings are not required to be released. See O.C.G.A. § 50-18-72(a)(41).

_____ [Portions of the/The] documents contain confidential tax information and are not required to be released. See O.C.G.A. § 50-18-72(a)(43), O.C.G.A. § 48-2-15 and/or O.C.G.A. § 48-5-314(a).

_____ Original trial exhibits are not permitted to be inspected without the approval of the judge. However, a copy, photograph or other reproduction may be provided. See O.C.G.A. § 50-18-72(c) and (d).

_____ Trial exhibits in cases involving alleged violations of O.C.G.A. § 16-12-100 are not permitted to be inspected or copied without a court order. See O.C.G.A. § 50-18-72(c) and (d).

_____ Records that provide cable and video service provider financial information are not required to be released. See O.C.G.A. § 36-76-6(d).

_____ [Portions of the/The] documents contain vital records exempt from disclosure and are not required to be released. See O.C.G.A. §§ 50-18-76 and 31-10-25.
Other: _____

(include all applicable legal authority for such exemption with code section, subsection and paragraph)

Please sign and date the bottom portion of this letter and return it to my office. As provided by O.C.G.A. § 50-18-71, the estimated cost to search, retrieve, redact, copy and supervise access to the requested documents is \$ _____. This fee includes a charge of \$ _____ per hour to cover the administrative costs of assisting you with your request (i.e., staff time searching for, retrieving, and copying the requested documents) as authorized by O.C.G.A. § 50-18-71. This fee represents the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to your request. There is no charge for the first fifteen minutes. The charge for copies is generally 10¢ per page for letter or legal sized documents. You will be charged the actual cost for non-standard documents or electronic media. Additionally, higher fees may be charged for certified copies or other specialized records, if provided by law. At this time, it is estimated that there are approximately _____ pages of documents responsive to your request that are subject to release under the open records law.

Please sign and date below acknowledging that you understand that the administrative and copying costs are your responsibility. Please call _____ at _____ if you should have any questions.

Sincerely,

_____ County Records Custodian

I agree to pay all copying and/or administrative costs incurred in fulfilling my open records request.

Requestor

Date