

BARTOW COUNTY FIRE & EMERGENCY SERVICES
OPEN RECORDS REQUEST

Pursuant to the open records law, I would like to obtain copies of the following fire report(s):

(Please include as much information as possible: i.e., incident address, date of incident, person involved, incident type, police report if available, anything else that pertains to the incident).

Please check one:

_____ I would like to 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.

_____ I do not need to receive the copies of the documents within three business days, but would like to review the documents and 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 and supervise access to the requested documents. The charge for reports is generally \$3.00 unless you are the person involved and/or property owner. 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 (daytime telephone number)

_____ or by email at: _____.

Signature of Requestor

Date

(printed name)

(address)

Total Cost \$ _____ Date Material Received _____

Request fulfilled via Emailed, Faxed, or Mailed?
