
Echols County Sheriff's Office

Post Office Box 189 • Statenville, Georgia 31648 • (229) 559-5603 • Fax (229) 559-5678

Randy Courson / Sheriff

Please review the following information regarding open records:

The Charging Chart uses the lowest prorated hourly salary of the full-time employee with the required skill and training to perform a necessary Production Task, within each category of requested materials.

The Charging Chart includes a deduction of the first fifteen (15) minutes of work performed for each category of materials.

ECSCO will provide an estimate to the requestor when the reasonably anticipated costs for Production Tasks exceed \$25 and will defer the Production Tasks until the requestor agrees to pay estimated costs.

If the requestor does not provide consent for payment within two (2) weeks of the estimate, ECSCO must close the file. A new request must be opened if the requestor later seeks the same responsive materials.

*****EXACT CHANGE ONLY*****

Charging Chart:

Search and retrieval for records: \$19.55/ hour after the first 15 minutes

Review and copy fee for records: \$19.55/ hour

Copy fee for records: \$.10 / page

Redaction of records: \$.10 / page

Fees for DVD's

Search, review, retrieval and copy fee: \$23.71 / hour after the first 15 minutes

DVD in paper sleeve: \$2.00

Postage: Varies

Please provide an email for the estimate to be sent to:

If you would like to receive the documents without an invoice notice please sign that you agree to pay the fees per the Charging Chart above:

X _____

ECHOLS COUNTY SHERIFF'S OFFICE
REQUEST FOR PUBLIC RECORDS

S-301

Open Records Request Form

Date of Request: _____

Name of Requestor: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (Home): _____ (Work) _____

(Cell Phone): _____ (Fax) _____

Incident Information:

Date: _____ Time: _____ A.M. P.M.

Specific Address of Incident: _____

Case Number: _____

Call Number: _____

Other Please Specify : _____

Type of Call: _____

Court Case Pending: Yes No

Mail Records: Yes No

FAX Records: (if applicable) Yes No

Call for Pickup: Yes No

Reason for Request: _____

To the Requestor: The information being requested is subject to fees pursuant to O.C.G.A. 50-18-71 which allows for a research fee equal to the hourly rate of the lowest paid employee capable of researching the requested information. Pursuant to the law, you will not be charged for the first 15 minutes of research. In addition, there is a per page copy or print cost of \$.10 and \$2.00 fee for the CD if used. **Allow at least three business days for researching; five business days for mailing.** You will be contacted when your information is ready to be picked up.

Open Records request is 229-559-5603 and Open Records fax number is 229-559-5678. If you have any questions regarding this information, please contact the staff at 229-559-5603. Thank you.

This Section To Be Completed by Office Staff:

Date Received: _____ Time Received: _____

Received By: _____

Request Received by: _____ Mail _____ FAX _____ E-Mail _____ Phone _____ In Person

Name of Responding Sheriff's Office Representative: _____

Determination: _____ Record(s) subject to disclosure _____ Record(s) NOT subject to disclosure

Date Requester Advised of Availability: _____

Non-Availability of Record(s): _____ Date Record(s) Made Available: _____

Method: _____ Records Prepared for Viewing _____ Computer Records Copied to Disk _____ Photocopies Made
_____ Electronic Transmission _____ Other; Specify: _____

Number of Documents (approximate number of pages) Made Available: _____

Number of Copies Provided: _____ Amount Charged: _____

Additional Comments: _____