



City of Auburn Police Department

A Community Oriented Law Enforcement
Agency

1361 Fourth Avenue Auburn, Georgia 30011

Telephone: 770-513-8657 / Fax: 770-682-4428



OPEN RECORDS REQUEST

Date: _____

Name: _____

Signature: _____

Address: _____

Phone: _____

Pursuant to O.C.G.A. 50-18-70.a this letter constitutes a formal request to inspect and / or copy certain public records pertaining to:

(Please identify the Specific Records).

The records requested for inspection shall include, but not limited to all public records; meaning documents, papers, letters, maps, books, tapes, photographs or similar material prepared and maintained by a public office or agency. These public records will be made available to you in accordance with O.C.G.A. 50-18-70.f. You will be notified within three (3) business days if the public records requested are subject to access under this article and to permit inspection and copying.

As authorized by Code Section 50-18-71 of the Open Record Act, we will charge you a fee per search, retrieval, monitoring, and other direct administrative cost involved with your request for access to our records, after the first fifteen minutes of employee time expanded. This fee will be the salary of the lowest paid full time employee who possesses the necessary skill and training to perform the request. You will also be charge \$.25 for each page of our records you request and may be charged an additional fee for certified copies or for other copies for which a fee is specifically authorized or otherwise provided for by law.

Some public records are exempt to disclose under the Open Records Act. The exemptions are in accordance with O.C.G.A. 50-18-71.1.a and 50-18-72.

Please also make available a valid I.D. / Driver's License.

Sincerely,

Joyce Brown, City Clerk