Fire-Rescue Open Records Request Form

Updated **MAY 2023**

The Georgia Open Records Act, § 50-18-70, et seq, outlines the process for how the public can request and inspect governmental records. Please note that not all governmental records are public records. No public officer or agency must prepare a new report, summary, or compilation if no such record exists when a member of the public submits an Open Records Request. O.C.G.A. § 50-18-71 (j). Even if a record exists at the time of the request, state law may treat some or all of the information contained in such record as exempt from disclosure or confidential. The Georgia Open Records Act outlines applicable exemptions in O.C.G. A. § 50-18-72, and there are numerous confidentiality statutes in federal and state law which may be applicable to an Open Records Request.

To provide you with responsive records in as efficient and economical a fashion as possible, we request that you complete this written request in its entirety. Precise identification of the records you seek will help us get the records to you as quickly as possible and for the least cost. Your contact information will allow us to provide you with an estimate of the cost to retrieve and prepare the records.

Requester Name

Requester Mailing Address | Requester Phone

Requester Email Address | Requester Fax

Per O.C.G.A §50-18-70, Full Name

Date of Birth

Address

Date of Incident

Incident Type

☐ Any/All Records for the Above Named Person ☐ Any/All Records for the Above Listed Address

I agree to pay any copying and/or administrative costs incurred in fulfilling my requests to the extent permitted by Georgia law. Such costs may include copying charges of $.10 per page and administrative charges for search, retrieval, redaction, and other direct costs, such administrative charges not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request. (The requester is not charged for the first fifteen minutes of time.)

Print Name | Signature | Date

City of Pooler Fire-Rescue Services • Fire Department Records • 1093 South Rogers Street • Pooler, Georgia 31322 • (912) 748-7012
sweston@pooler-ga.gov | www.pooler-ga.gov