



Haralson County

Office of the

Sheriff

137 Hayes Glass Drive
Bremen, Georgia 30110

Sheriff Stacy Williams

Office 770-646-2011

Fax 770-646-2011

Open Records Request

Name of Requestor: _____ Date: _____

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

E-mail address: _____ Phone: _____

Person involved: _____ Race: ____ Sex: ____ Date of Birth: _____

Person involved: _____ Race: ____ Sex: ____ Date of Birth: _____

Type of records requested: _____

Is this request for commercial purposes? Yes No

Location of incident: _____

Date(s) of Incident: _____ Case Number (if known): _____

Other information: _____

I am prepared to pay reasonable search and retrieval fees. However, if costs are estimated to exceed \$25.00, your agency is required to notify me within three business days. Advanced payment is not required unless costs exceed \$500.00. O.C.G.A. §50-18-71(d)

If my request is denied in whole or in part, the law requires your agency to justify all exclusions and redactions by reference to the exemptions in the Act, specifying code section, subsection, and paragraph. O.C.G.A. § 50-18-71(d)

The law also requires you to release all other portions of a record that contains exempt material. O.C.G.A. § 50-18-72(b)

The Georgia Open Records Act sets criminal and civil penalties of \$1,000.00 for any person or entity that fails to comply with the terms of the Act. O.C.G.A. § 50-18-74

Therefore, I will expect your agency to produce the requested records within the three-day limit or give written reasons why the records are unavailable in this time period, as well as provide timetable for their prompt production. O.C.G.A. § 50-18-71(b)(1)(A)

- The Sheriff's Office has three business days to review and furnish copy of material and a five-day extension may be required.
- Commercial use request allows for 21 business day response or less.

Signature: _____ Date: _____