

**JOHNNY MOATS**  
***SHERIFF, POLK COUNTY***

Office 770-749-2901

1676 Rockmart Highway  
Cedartown, Georgia 30125

Fax: 770-749-2926

**Open Records Request Form**

Under the **Georgia Open Records Act § 50-18-70 et seq.**, I am requesting an opportunity to inspect or obtain copies of the following Polk County Sheriff's Office record(s):

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(In order to reduce administrative and copying charges, please provide as detailed a description as possible of the record(s) that you are requesting.)

The Georgia Open Records Act requires a response time within three business days. I understand that if the records I am requesting will take longer than three days, I will be provided a timetable of when the documents will be provided.

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. This fee represents the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to my request, with no charge for the first fifteen minutes that it takes to respond to the request. The charge for copies is \$.10 per page. 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 phone (\_\_\_\_) \_\_\_\_ \_\_\_\_\_ or by email at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Address)

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