

Paulding County E-9-1-1



*Keeping our community safe
one call at a time!*

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David Mumford

Director

Christina Kelly

Deputy Director

Open Records Request Form

Pursuant to the Open Records laws:

O.C.G.A. § 16-6-23(a), O.C.G.A. § 35-3-34; 35-3-35(d); 35-3-38, O.C.G.A § 40-2--130, O.C.G.A § 49-5-40(b), O.C.G.A § 50-18-72(a)(20)(A)

O.C.G.A. § 50-18-72(a)(21), O.C.G.A. § 50-18-72(a)(26), O.C.G.A § 50-18-72(a)(31)

I would like to obtain a copy of the following Paulding E-911 Communications record(s) (must make a selection):

E911 CAD Report: _____

E911 Audio Recording: _____

The CAD report is the paper documentation in reference to an incident. The 911 Audio is the recorded audio from a phone call.

The record custodian has three (3) business days to respond to open records requests. Those three (3) days start the first business day after the request was received. For instance, if a request is submitted on Friday, the first day would start the following Monday and a response is due, no later than, the end of business Wednesday.

There is a charge for the material used and labor to fulfill such a request at the rate of \$16.09 per hour. There is no charge for the first 15 minutes of labor to research and fulfill the request. Payments may be made in cash or a check (made out to "Paulding County"). If the request is mailed, faxed or emailed payment can be mailed or delivered. In the event of non-payment for a prior open records request and another request is made, in accordance with O.C.G.A. § 50-18-71(d), the county will require prepayment for compliance for any future request until the outstanding balance is paid.

Requestors will be notified when it has been fulfilled and the information is ready for review or retrieval. At that time, charges accrued for open records requests and/or material will be provided.

Answer the following lines as detailed as possible to ensure a timely and accurate response:

Incident Date(s) and/or Date Range: _____

Approx. Time of Incident: _____

Incident Location: _____

**address, road name with a cross street, business name w/road name, etc.*

Nature of Call: _____

**Incidents involving vehicles - provide description of vehicles*

How would you like the response delivered:

Email Fax Pick-up Mail

you must select at least one method of delivery

Requester Phone

Fax Number

Requester Email Address

Requester Mailing Address

City, State & Zip

Print Requester Name

Company Name (if applicable)

Requester Signature

Date