



Department of Purchasing and Contracting
Open Records Act Request Form

INSTRUCTIONS

The Department of Purchasing & Contracting follows the policy set forth in the Open Records Act pursuant to O.C.G.A §50-18-70 et. seq.

The Department applies an hourly charge for administrative and clerical staff related to the search, retrieval, review, preparation and copying of the department's records. The first fifteen minutes are free of charge, however, time after that is based on an hourly charge of \$16.10 per hour.

The Open Records Act also authorizes the department to charge 10¢ per page, for copies/reproduction of documents.

It is the policy of DeKalb County Government, that the review of contracts, documents or files be conducted in the Department of Purchasing & Contracting located in the Maloof Administration Building, 1300 Commerce Drive, 2nd Floor, Decatur, Georgia 30030. The Department's hours of operation are Monday through Friday, 8:30 a.m. to 5:00 p.m.; however we reserved the right to limit the booking of review appointments for no later than 4:30 p.m.

Requests for review of records, documents, files and contracts may be forwarded via the following methods:

1. On Line: By clicking the following link:
http://www.dekalbcountyga.gov/purchasing/pdf/open_recs_request_form.pdf
2. US Mail: Address your request to:
Talisa R. Clark, CPPO
Interim Director/
Chief Procurement Officer
Department of Purchasing & Contracting
1300 Commerce Drive, 2nd Floor
3. E-Mail: Decatur, GA 30030
4. Phone: To: pcadmin-ops@dekalbcountyga.gov
(404) 371-7051

Payment is due upon receipt of your copies. Payment options are limited to cash, check or money order made payable to DeKalb County Government, GA.