

DEPARTMENT OF WATERSHED MANAGEMENT

OPEN RECORDS REQUEST FORM

(Open Records Act, O.C.G.A. §50-18-70 through §50-18-77)

DATE OF REQUEST: _____

REQUESTED BY: _____

MAILING ADDRESS: _____

CONTACT NUMBER: _____

EMAIL: _____

FAX: _____

INFORMATION REQUESTED:

Please be advise that the County, its officials, and departments do not produce documents or records that are protected by the attorney-client privilege or the attorney work product doctrine under Georgia or federal law, or that are otherwise exempt from production under the Georgia Open Records Act. The County expressly reserves and does not waive any statutory exemptions from disclosure provided by O.C.G.A. §50-18-72, et seq. and other applicable laws. When records are properly requested and subject to disclosure under the Open Records Act, the County charges an administrative fee for search and retrieval commensurate with the terms of the Act, in addition to charges for photocopying. The administrative fee is the hourly rate of the lowest-paid employee who is qualified to fulfill the request—no charge for the first 15 minutes of time spent. Copying fees are as follows: 8 ½ x 11 (letter) and 8 ½ x 14 (legal) documents, \$.10 per page; 11 x 17 (ledger) documents, \$1 per page; 24 x 36 documents/plots/maps, \$5 per page; CDs \$2; DVDs \$3; USB drive \$10. **Under the Open Records Act, we have (3) business days from receipt of your request to provide a response.**

SIGNATURE OF REQUESTER

**FOR WATER & SEWER ACCOUNT INFORMATION OR CLOSING REQUESTS,
PLEASE SUBMIT TO:**

Utility Customer Operations (UCO) Division
774 Jordan Lane, Suite 200
Decatur, Georgia 30033
Office: (404) 378-4475
Fax: (404) 371-3646
Email: DeKalbUCOAttorneyFax@dekalbcountyga.gov

FOR WATERSHED MANAGEMENT RECORDS, PLEASE SUBMIT TO:

Department of Watershed Management
Attn: Document Control Coordinator
1580 Roadhaven Drive
Stone Mountain, Georgia 30083
Office: (770) 414-6182
Fax: (770) 621-7271
Email: watershedorr@dekalbcountyga.gov