



**OPEN RECORDS PRODUCTION FORM**

**SPECIFIC RECORDS BEING REQUESTED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS: THIS FORM SHOULD BE COMPLETELY FILLED OUT AND SUBMITTED TO THE OFFICE OF THE COUNTY CLERK FOR PROCESSING. INCOMPLETE FORMS OR REQUESTS THAT ARE UNCLEAR MAY RESULT IN UNAVOIDABLE DELAYS IN OBTAINING REQUESTED INFORMATION.**

**ALL RECORDS AVAILABLE ARE AVAILABLE ONLY IN THEIR ORIGINAL FORM. THE COUNTY IS NOT REQUIRED TO PRODUCE RECORDS OR TO COMPILE REPORTS THAT ARE NOT IN EXISTENCE AT THE TIME OF THE REQUEST. THE COUNTY WILL NOT CREATE RECORDS THAT DO NOT EXIST. ADDITIONALLY, WE ONLY PRODUCE RECORDS UNDER THE DIRECT JURISDICTION OF THE BOARD OF COMMISSIONERS**

**WE DO NOT TAKE REQUESTS, HOLD OR PRODUCE RECORDS FOR THE FOLLOWING AGENCIES, WHICH REQUIRE A REQUEST MADE DIRECTLY TO THEIR RECORDS OFFICIAL:**

- ANY COURT OR COURT RECORD OF BUTTS COUNTY
- BUTTS COUNTY SHERIFF'S OFFICE
- BUTTS COUNTY CORONER'S OFFICE
- BUTTS COUNTY ELECTIONS OFFICE
- BUTTS COUNTY BOARD OF ASSESSORS
- BUTTS COUNTY TAX COMMISSIONER'S OFFICE

**CHECK ALL FIELDS THAT APPLY**

- I am requesting copies of requested records
- I am requesting materials on electronic media (tape, disk, flash drive)

Smaller files may also be emailed, up to 10 MB in size.

**PLEASE FILL OUT THE FOLLOWING INFORMATION:**

**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_  
Name of person requesting records

**ADDRESS:** \_\_\_\_\_

**C/S/ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**DEPT:** \_\_\_\_\_  
PLEASE SEE ABOVE LIST OF DEPARTMENTS WE DO NOT COVER

**STATEMENT OF COSTS**

**I understand that the following charges will be applied to any requests for production of records and am agreeable to paying these costs.**

- Staff Research Time (\$12.99 per hour after first 15 minutes)
- Per page copies (\$0.10 per page for standard or legal size)
- Electronic media (Actual cost of storage device)

If there are other costs, you will be notified before any are incurred.

\_\_\_\_\_  
Signature of County Official Receiving Request

Date Received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Signature of Clerk of Butts County

Date Closed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTOR