



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. REQUESTS MADE TO THE WRONG AGENCY WILL BE RETURNED.

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 OR JAIL
- BUTTS COUNTY CORONER'S OFFICE
- BUTTS COUNTY ELECTIONS OFFICE
- BUTTS COUNTY BOARD OF ASSESSORS
- BUTTS COUNTY TAX COMMISSIONER'S OFFICE

PLEASE FILL OUT THE FOLLOWING INFORMATION:

DATE: _____

FROM: _____
Name of person requesting records

EMAIL: _____

ADDRESS: _____

C/S/ZIP: _____

PHONE: _____

DEPT: _____
PLEASE SEE ABOVE LIST OF DEPARTMENTS WE DO NOT COVER

SIGNATURE OF REQUESTOR

OPEN RECORDS PRODUCTION FORM

SPECIFIC RECORDS BEING REQUESTED

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.

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 (If under the Board of Commissioners)

Date Closed: _____/_____/_____