



City of Pooler

Police Department

100 SW US Highway 80, Pooler, GA 31322
(912) 748-7333 (912) 450-0664 fax
www.pooler-ga.us

Mayor
Rebecca Benton

Council Members
Shannon Black
Aaron Higgins
Tom Hutcherson
Stevie Wall
John Wilcher
Karen Williams

City Manager
Robert H. Byrd Jr

City Attorney
Steve Scheer

Chief of Police
Ashley Brown

OPEN RECORDS REQUEST

Name of Requester: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Pursuant to O.C.G.A 50-18-70 et seq., I am formally requesting to inspect certain public records. In particular, records requested for inspection in regards to:

Full Name: _____ Date of Birth: _____

Address: _____ Date of Incident: _____

Incident Type: _____

- Any/All Records for the Above-Named Person AND date listed
- Any/All for the Above Listed Address

I agree to pay any copying and/or administration costs incurred in my requests to the extent permitted by Georgia law. Such costs may include copying charges of \$0.10 per page and administrative charges for search retrieval and other direct administration costs, such as administrative charges not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of records, has the necessary skill and training to perform the request (the request is not charged for the first 15 minutes of time).

Name (print): _____ Date of Request: _____

Signature: _____