



# CAIRO POLICE DEPARTMENT

HONESTY INTEGRITY RESPECT ACCOUNTABILITY

## *OPEN RECORDS COST WORKSHEET*

The following are the actual costs incurred in complying with the request to copy Cairo Police Department records under O.C.G.A. § 50-18-70. The Open Records Act authorizes this agency to charge hourly charges for administrative/clerical tasks, which will not exceed the salary of the lowest paid, full-time employee, who has the necessary skill and training to perform the request. There is no charge for simple inspection of records that are routinely subject to public inspection.

If the total amount is in excess of \$25.00, this agency will defer search and retrieval of the records until the requestor agrees to pay the estimated cost. Full payment is due upon receipt.

{ < 15 minutes = No Charge }

Total Hours of Preparation		x		=	\$
Number Hours of Copying		x		=	\$
Number of Pages		x	per page	=	\$
<i>Subtotal</i>					\$

Number of hours of Search, Review, & Retrieval

*The following additional costs may be applicable:*

# of DVD Copies		x		=	
# of Jump Drive Copies		x		=	
# of Body/Car Camera Copies		x		=	
Certified Copy of Record		x		=	
Other Agency Cost				=	
Postage / Shipping			<cost of postage>	=	
<i>Grand Total</i>					

*Case Number / Description of Records*

<i>Preparer's Name</i>	<i>Date</i>

**\*\* For Office Use Only \*\***

<i>Quote Approved Date</i>	<i>Amount Received</i>	<i>Received by</i>	<i>Received Date</i>

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