

# FAYETTE COUNTY SHERIFFS' OFFICE

## PUBLIC RECORDS REQUEST

*Note: A written request is not mandatory, however, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion. You may also choose to remain anonymous while still providing details of the information being requested.*

Name of Requestor:	Date:
Street Address:	City/State/Zip:
Phone Number	FAX Number

Describe what records you are wanting to receive. Please list date or date ranges, name(s) of all person(s) involved, type of call or type of report, and any address(s) that you are inquiring about. PLEASE PRINT.

Please mark the way you would like to view/receive the records being requested:

- I will pick copies of the records up
- I would like to inspect the original records
- I would like to have copies of the records mailed to me
- I would like to have copies of the records faxed to me at this number \_\_\_\_\_

FEES: The Fayette County Sheriffs' Office provides photocopies of base reports at no charge to involved parties within 30 days of the report being made. \$.30 per report fee is charged for all other requests. Copies of all other records are \$.10 per page. There is a charge of \$1.00 each for CD's for photographs and/or release of any other records requiring the need to be put onto disc for proper release. Pre-payment is required.

\*\*\*\*\* FAYETTE COUNTY SHERIFFS' OFFICE USE ONLY \*\*\*\*\*

**Record(s) not available:**

- Record(s) was not located
- Record(s) is no longer maintained or has been disposed of pursuant to Form RC-2
- Record(s) has been disposed of pursuant to One Time Records Disposal (RC-1)
- Record(s) is prohibited from release due to an applicable state or federal law. \_\_\_\_\_ State applicable law

**Record is prohibited or exempted by law:**

- Record has been forwarded to legal counsel for research/review
- Record has been reviewed and release has been denied by legal counsel
- Record has been reviewed by legal counsel and records are to be released

**Redacted information:**

- Releasable records contained non-releasable material
- Upon review non-releasable material has been redacted

**Record(s) available:**

- Record(s) have been made available and are attached.

Employee handling the request	Date completed and disposition:
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Description/List of record(s) released if applicable:
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