



# Glynn-Brunswick 911

Cara Richardson, Director

157 Public Safety Boulevard  
Brunswick, Georgia 31525

Operations (912) 554-7863  
Administration (912) 279-2913  
Fax (912) 554-7878

## Open Records Request Form

All persons requesting a 911 recording should submit the request in writing, pursuant to the Georgia Open Records Act, Georgia Code, 50-18-70. Acknowledgement or Response to your request shall be sent to you within three (3) business days (Georgia Code 50-18-71 (b) (1) (A)).

Name of Requestor: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Case/CAD Number: \_\_\_\_\_ printed copy? yes  no

Date and time of call: \_\_\_\_\_

For all audio requests, select the following phone/radio traffic channels that you need in relation to your request:

- |  |   |
|--|---|
| <input type="checkbox"/> 911 Trunk Lines       | <input type="checkbox"/> Administrative Lines |
| <input type="checkbox"/> GCPD Radio Traffic    | <input type="checkbox"/> BPD Radio Traffic    |
| <input type="checkbox"/> Service Radio Traffic | <input type="checkbox"/> GCFD Radio Traffic   |
| <input type="checkbox"/> BFD Radio Traffic     |   |

**In accordance with Georgia Code, 50-18-71 (c) (1): The labor cost for the recording and/or research is based on the hourly rate of the lowest paid full-time employee who is qualified to fulfill the request. There is no charge for the first quarter hour. If mailed to you, postage will be added to your cost.**

**\*\*\*\*CAD print outs are .10 cents per copy. (Ga. Code 50-18-71 (2)) Compact Disk (CD) is \$1.00 per CD. Once notified your request is ready, you may pick it up at the Records section of the Glynn County Police Department. Monday-Friday, 8am-5pm excluding county holidays.\*\*\*\***

For Office Use Only:	
Received by: _____	Date: _____
Date Completed: _____	