

DEPARTMENT OF WATERSHED MANAGEMENT

OPEN RECORDS REQUEST FORM

(Open Records Act, O.C.G.A. §50-18-70 through §50-18-77)

DATE OF REQUEST: _____

REQUESTED BY: _____

MAILING ADDRESS: _____

CONTACT NUMBER: _____

EMAIL: _____

FAX: _____

INFORMATION REQUESTED:

Please be advise that the County, its officials, and departments do not produce documents or records that are protected by the attorney-client privilege or the attorney work product doctrine under Georgia or federal law, or that are otherwise exempt from production under the Georgia Open Records Act. The County expressly reserves and does not waive any statutory exemptions from disclosure provided by O.C.G.A. §50-18-72, et seq. and other applicable laws. The County charges an administrative fee for search and retrieval commensurate with the terms of the Georgia Open Records Act, in addition to charges for photocopying. The administrative fee is the hourly rate of the lowest-paid employee who is qualified to fulfill the request—no charge for the first 15 minutes of time spent. Copying fees are as follows: 8 ½ x 11 (letter) and 8 ½ x 14 (legal) documents, \$.10 per page; 11 x 17 (ledger) documents, \$1 per page; 24 x 36 documents/plots/maps, \$5 per page; CDs \$2; DVDs \$3; USB drive \$10. **Under the Open Records Act, we have (3) business days from receipt of your request to provide a response.**

SIGNATURE OF REQUESTER

FOR WATERSHED MANAGEMENT RECORDS, PLEASE SUBMIT TO:

Department of Watershed Management
Attn: Document Control Coordinator
1580 Roadhaven Drive
Stone Mountain, Georgia 30083
Office: (770) 414-6182
Fax: (770) 621-7271
Email: watershedorr@dekalbcountyga.gov

**** WATERSHED MANAGEMENT DOES NOT HAVE ACCESS TO WATER & SEWER ACCOUNT INFORMATION, BILLING, OR PAYMENTS** PLEASE CONTACT:**

DeKalb County Department of Finance—Utility Customer Operations
774 Jordan Lane, Suite 200 - Decatur, GA 30033
Office: (404) 378-4475 Fax: (404) 371-3646
Water account assistance: dekalbwaterbillingfn@dekalbcountyga.gov
Water account records requests/closing requests:
DeKalbUCOAttorneyFax@dekalbcountyga.gov
Revenue Protection—lien payoff requests: ucorevpro@dekalbcountyga.gov