

University of West Georgia
 Department of Public Safety
 Open Records Request and Work Sheet

Date Request Received: _____

Request Received From: _____

Records Requested: _____

Case # _____ UTC# _____ CAD# _____

Assigned to: _____ Date: _____

Records needed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Incident Report
_____ | <input type="checkbox"/> Booking Report
_____ | <input type="checkbox"/> CAD Report
_____ |
| <input type="checkbox"/> Uniform Traffic Citation
_____ | <input type="checkbox"/> Accident Report
_____ | <input type="checkbox"/> Car Camera Tape
_____ |
| <input type="checkbox"/> Interview Tape | <input type="checkbox"/> Voice Logger | <input type="checkbox"/> Audio Evidence |
| <input type="checkbox"/> Notes | <input type="checkbox"/> Photographs | <input type="checkbox"/> Other Specify |

Cost to produce:

- | | | | | |
|---------------------------|---|--------------|---|-------|
| 1. _____ # of Pages | X | .25 each | = | _____ |
| Time spent _____ | X | \$10.40 hour | = | _____ |
| 2. _____ # of VHS Tapes | X | \$2.00 each | = | _____ |
| Time spent _____ | X | \$10.40 hour | = | _____ |
| 3. _____ # of CD-R Disk | X | 1.50 each | = | _____ |
| Time spent _____ | X | \$10.40 hour | = | _____ |
| 4. _____ # of DVD Disk | X | \$1.00 each | = | _____ |
| Time spent _____ | X | \$10.40 hour | = | _____ |
| 5. _____ # of Photographs | X | .50 each | = | _____ |
| Time spent _____ | X | \$10.40 hour | = | _____ |

TOTAL COST \$ _____