

Open Records Reimbursement Sheet

(GORA – 02)

Complete and return this sheet along with records requested.

<u>Name of Person and/or Organization, and Address Requesting Records:</u>	<u>Records Requested:</u> <i>(description)</i>

Per the Georgia Open Records Act OCGA 50-18-71(c) (1-3), the University may collect administrative fees for processing open records requests. For departments/units to be eligible for reimbursement from monies collected in response to Open Records Requests, the following conditions must be met:

1. Submit reimbursement sheet along with documents responsive to the request,
2. Total department/unit dollar amount to transfer is greater than fifty dollars (\$50), and
3. Total dollar amount of the completed request is greater than fifty dollars (\$50).

<u>Department Information</u>	
Full Name of Department	
Direct Campus Phone#	

<u>Chart of Accounts</u>				
Acct Code	Fund	Dept.	Prog.	Class

Cost to Produce

1. Paper Records					
<i>Report Time Spent in quarter hour increments for the lowest paid, full-time employee. The first 15 minutes for search and retrieval will be deducted by IEA. Hourly rate calculation = annual salary divided by 2080.</i>					
# of Pages		x	0.10	each =	
Search and Retrieval Time Spent		x		per hour =	
Name of employee whose hourly rate is listed above <i>(paper records)</i> <i>(lowest, full-time employee excludes student workers)</i>					
2. Digital Records					<i>For IEA Use Only</i>
# of CD-R Disk or DVD Disk		x	1.00	each =	
# of USB		x		each = <i>(cost of device)</i>	
Search and Retrieval Time Spent		x		per hour =	
Name of employee whose hourly rate is listed above <i>(digital records)</i> <i>(lowest, full-time employee excludes student workers)</i>					
3. Other Fees					
# of boxes/files transferred to/from an off-site storage facility				Total transfer charges incurred	
<u>Additional Costs Not Reported Above</u>					

<i>For IEA Use Only:</i>	
Payment:	Amount \$
APPROVED	
DENIED	Initials: