



# Cobb County Fire & Emergency Services

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## RECORDS DIVISION Policies and Procedures

### Release of Department Records

All requests for reports must be submitted in writing. Requests must include the date and address of the incident location for a Fire Report and should include the patient's name for PCR Reports. Any other report or record request must be specific. All record requests will be subject to a replication fee of 10 cents per page copied with a research fee equal to the hourly rate of the lowest paid person qualified to research the request after the first quarter hour. O.C.G.A.50.18.71.(c)(d). The requested report, record, summaries or compilations must be in existence at the time of the request. O.C.G.A.50.18.70(d).

All records that are requested under Georgia Code 9-11-34 (a) will be faxed or otherwise provided to the Cobb County Attorney's Office for review at 770-528-4010.

### I. Fire Reports

Any citizen of Georgia may obtain copies of fire reports which are defined as public record. Persons other than the property owner or renter of the property will be charged a replication fee of 10 cents per page for copies of requested documents. If the report is to be mailed, a self-addressed stamped envelope (S.A.S.E.) must be provided in addition to the replication fee. Fire Reports prior to November 1, 1994 will be charged a research fee equal to the hourly rate of the lowest paid person in that division after the first quarter hour. O.C.G.A.50.18.71.(c)(d).

### II. Patient Care Reports

Per the Georgia Open Records Act, access to files that would be an invasion of personal privacy, including medical or similar records, will be refused, absent a showing of entitlement to the records (see criteria listed below) under O.C.G.A.50-18-72 (a)(2). The Cobb County Fire and Emergency Services recognizes the information on a PCR Report as a medical record, subject to protection on the basis of privacy interest. To obtain replication of a PCR, one of the following criteria must be met, along with meeting the criteria for a Fire Report:

1. Request by patient (picture ID required); or
2. Request by next of kin, if patient is deceased (picture ID and notarized copy of death certificate required); or
3. Request by individual possessing patient's Power of Attorney (picture ID required and notarized copy of Power of Attorney required); or
4. Request by parent or legal guardian if patient is a minor or incapacitated (picture ID and proof of relationship required); or
5. Request by attorney upon presentation of notarized medical authorization for release from patient; or
6. Presentation of valid subpoena for production of evidence or court order issued by a court of competent jurisdiction; or
7. Unobjected to Request for the Production of Documents in a filed civil action (lawsuit); or
8. Request by a Cobb County Law Enforcement Agency pursuant to an official criminal investigation (signed warrant or subpoena required).

### III. Other Records

All other records requests must be specific in nature as to which records are sought. Charges for research and replication fees are applicable.