

**STATE OF GEORGIA  
COUNTY OF DEKALB**

**RESOLUTION NO. 2025-03**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE  
CITY OF STONE MOUNTAIN, GEORGIA TO ESTABLISH A FEE  
SCHEDULE FOR OPEN RECORDS REQUESTS IN ACCORDANCE  
WITH THE GEORGIA OPEN RECORDS ACT AND OTHER  
APPLICABLE STATE LAWS; AND FOR OTHER LEGAL PURPOSES.**

**WHEREAS**, the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq., requires public records be open for inspection and copying except where exempted by law; and

**WHEREAS**, O.C.G.A. § 50-18-71 authorizes reasonable fees for search, retrieval, redaction, and duplication of public records; and

**WHEREAS**, O.C.G.A. § 40-9-30 authorizes the fee for copies of motor vehicle accident reports; and

**WHEREAS**, the City of Stone Mountain desires to adopt a fee schedule that is transparent and consistent with these statutes;

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF STONE MOUNTAIN, GEORGIA AS FOLLOWS:**

**SECTION 1: PURPOSE**

This Resolution establishes the official Open Records Request Fee Schedule for the City of Stone Mountain consistent with Georgia law, including but not limited to O.C.G.A. §§ 50-18-70 through 50-18-74, and O.C.G.A. § 40-9-30.

**SECTION 2: FEE SCHEDULE**

The following fees shall apply to all open records requests, subject to applicable exemptions under Georgia law:

**A. Copying Costs**

\$0.10 per page for letter or legal size black-and-white copies with the first (10) pages being no cost.

Actual cost for color copies or non-standard sized documents will be charged on a case by case basis.

For all copying, labor charges will be applied.

**B. Certified Copies**

\$1.50 per certified copy of a public record.

\$5.00 per certified police report.

### **C. Labor Charges**

Fees for search, retrieval, redaction, and supervision may be charged at the hourly rate of the lowest-paid full-time employee qualified to perform the task within the department. If the City Attorney is the proper individual to fulfill the request, labor charges will be at the current rate the City Attorney charges the City of Stone Mountain.

The first 15 minutes of labor shall be provided free of charge.

### **D. Motor Vehicle Accident Reports**

A fee of \$5.00 per report shall be charged for copies of accident reports as authorized under O.C.G.A. § 40-9-30.

### **E. Electronic Copies and Media**

Records transmitted electronically via email shall be provided at no charge, subject to labor charges as set out herein.

Actual cost for requested physical media (USB drives, CDs, etc.) shall be charged \$5.00 per item.

### **F. Video Footage**

Police Dash/Body Cam Video Recording will be charged \$15.00 per case and/or recording.

### **G. Mailing**

Mailed records: Actual cost of postage and packaging shall be charged.

### **H. Outside Vendors**

Actual costs incurred when reproduction requires outsourcing (e.g., large-format prints) shall be passed to the requestor.

### **I. Deposit Requirement**

Deposits may be required when estimated fees exceed \$25.00, with a written estimate provided.

For estimated costs over \$500.00, prepayment will be required before processing the request.

**BE IT FURTHER RESOLVED** that the City Council of the City of Stone Mountain, Georgia, declares that the Fee Schedule regarding Open Records Act request is hereby adopted in its entirety, and all prior resolutions inconsistent with this resolution are repealed, **this \_\_\_\_\_ day of \_\_\_\_\_, 2025**

**CITY OF STONE MOUNTAIN, GEORGIA**

\_\_\_\_\_  
Dr. Beverly Jones, Mayor

**Attest:**

\_\_\_\_\_  
Shavala Ames, City Clerk

**Approved as to Form:**

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Angela Couch, City Attorney