



Georgia

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Submitted Via the Fulton County Open Records Portal

Dear Ms. Burwell:

Under the Georgia Open Records Act § 50-18-70 *et seq.*, we are requesting the following records pertaining to maintenance related to property owned by Fulton County at 901 Rice Street, NW, Atlanta, Georgia 30318, officially known as the “Fulton County Jail.”. Our requests apply to records maintained by or within the possession, custody or control of Fulton County, including, but not limited to, the Fulton County Sheriff's Office and the Fulton County Public Works Department, as well as any authorized sub-entity, agent, vendor or contractor.

For purposes of these requests, please note the following definitions and instructions should apply:

- The term “Requested Period” is meant to include all dates and times during the six month period between 12:01 AM Sunday, January 1, 2023 and 11:59 PM Wednesday, May 31, 2023.
- The term “Maintenance” is meant to be construed as broadly as possible, including but not limited to all labor, services, and replacement parts or other materials employed to facilitate the Fulton County Jail being in good working order, whether or not such Maintenance was conducted by Fulton County employees, vendors, contractors, or inmates.
- The term “Maintenance Request” is meant to be construed as broadly as possible, including, but not limited to: inmate requested maintenance service, staff requested maintenance service, regularly scheduled maintenance, and any other maintenance conducted at the Fulton County Jail.
- The terms “documents” or “communications” are to be construed as broadly as possible, so as to include both paper and electronically maintained information, e-mails, writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations—stored in any

medium from which information can be obtained and further including all drafts and non-exact duplicates.

- Any responsive information maintained electronically or in “database” form should be produced in native or equivalent “database” form so that all functionality allowing for retrieval, sorting and/or analysis of the information produced is preserved and not compromised by the production.

Our specific requests are as follows:

1. The following information, documents, and communications related to all Maintenance Requests during the Requested Period:
 - a. the name of the requestor;
 - b. the status of the requestor (e.g. inmate, corrections staff, other Fulton County employee, other concerned person);
 - c. the area of Fulton County Jail the Maintenance Request pertains to;
 - d. the date of the Maintenance Request;
 - e. the nature of the Maintenance Request;
 - f. the requested date for the Maintenance to be performed by;
 - g. the Maintenance that resulted from the Maintenance Request; and,
 - h. follow up information, documents, and communications related to the completion or incompleteness of the Maintenance Request.
2. All information, documents, and communications related to performing Maintenance during the Requested Period, including, but not limited to, the amount expended on Maintenance, the number of staff employed towards Maintenance, and any contractors used for Maintenance during the Requested Period.
3. All information, documents, and communications related to the costs of Maintenance performed or not performed.
4. All guides, manuals, standard operating procedures (SOPs) and other written policies, procedures or directives related to Maintenance that were employed or that were supposed to be employed during the Requested Period, including all interim, draft or superseded versions, to include any information regarding which offenses should be diverted.
5. All information, documents, and communications related to pest infestations, including but not limited to rats (members of the Order Rodentia), bed bugs (members of the Genus Cimex), or other pests within the common definition of the word within the Fulton County Jail that were generated, employed, or supposed to be employed during the Requested Period.
6. All information, documentation, and communications related to medical provided at the Fulton County Jail related to pest infestation. It will be responsive for this request for responsive information to have protected health information redacted.

7. All information, documents, and communications related to grievances filed in the Fulton County Jail related to Maintenance Requests during the Requested Period.
8. All information, documents and communications that analyze or reflect analysis or review of Fulton County's performance related to Maintenance Requests, including but not limited to documents reflecting comparisons with other counties created since the beginning of the 2022 fiscal year.
9. Summaries of any information responsive to items (1) through (8) that have not been reduced to writing.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$250.00. We are happy to work with you to make the transmission of electronic information as easy, inexpensive and efficient as possible.

The Georgia Open Records Act requires a response time within three (3) business days. If access to the records I am requesting will take longer than three days, please contact me with information about when I may expect copies of the records or when the records will be made available for inspection.

Within three (3) business days, if you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Respectfully Submitted,

/s/ Benjamin Lynde
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