

Cobb County Open Records – Email Search Request

In order to provide open records requests more accurately and efficiently for emails, please respond to the following inquiries:

1. Name the specific Cobb County employee(s) whose email is to be searched below. If the specific Cobb County employee(s)' name is not known/blank, a search of ALL Cobb County employees' emails will be conducted. (Please note that searching ALL email addresses may take additional time and expense.) **Search ALL Cobb County employees' email accounts**
2. If the requested search includes communication between a Cobb County employee and a specific non-Cobb County email address(es), please list the non-Cobb County email address(es). If specific email address(es) is unknown, see #3.
3. If the requested search includes communication between a Cobb County employee and a specific organization, please list the non-Cobb County domain name (*i.e., Cobb County, Georgia: cobbcounty.org*). If the domain name(s) is unknown, list organization name in #4.
4. List the exact word(s) and/or phrase(s) to be searched, each one separated by commas. (*The search process only looks for the exact words or phrases provided; It is suggested that alternatives or variations of the same words and/or phrases be provided.*) *i.e. Dr, Drive, Doctor, Silver Comet*
5. Please provide the date range for the requested email search. (mm/dd/yyyy)

From:

To: