

**ATLANTA REGIONAL COMMISSION
DESIGNATION OF OPEN RECORDS OFFICER**

WHEREAS, O.C.G.A. § 50-18-71(b)(1)(B) authorizes an agency to require that written requests made under the Georgia Open Records Act be made upon a duly designated open records officer of the agency; and

WHEREAS, O.C.G.A. § 50-18-71(b)(2) requires that such a designation be made in writing, that the agency immediately provide notice of its open records officer to any person upon request, that the agency notify the legal organ of the county in which its principal offices reside, and that the agency prominently display the designation on its website; and

WHEREAS, Article IX.C.4.a of the Bylaws of the Atlanta Regional Commission (the “Commission”) charges the Executive Director with ensuring that all provisions of laws affecting the Commission are enforced and executed as intended; and

WHEREAS, the Board desires to designate an Open Records Officer and records custodian for purposes of receiving requests and to receive and coordinate the Commission’s responses to requests made under the Georgia Open Records Act.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Atlanta Regional Commission that:

1. Rhea L. Thomas is designated as the Open Records Officer of the Atlanta Regional Commission, upon whom written requests for the inspection or copying of Commission records under the Georgia Open Records Act may be delivered.
2. Any prior designation of an open records officer of the Commission is rescinded and superseded, effective upon adoption of this Resolution.
3. The Chief Legal Officer is authorized and directed to take the actions required by O.C.G.A. § 50-18-71(b)(2), to prominently display the designation and applicable contact information on the Commission’s website and provide notice of the designation to any person upon request.
4. During the absence or unavailability of the Open Records Officer, the Chief Legal Officer shall serve as the alternate Open Records Officer. The Chief Legal Officer may designate another acting Open Records Officer when necessary, provided that any such designation is made in writing and notice is provided as required by O.C.G.A. § 50-18-71(b)(2).
5. This Resolution is effective upon adoption and continues until amended or rescinded by the Board.

ADOPTED this _____ day of _____, 20____, by the Board of the Atlanta Regional Commission.

Charissa White, ARC Assistant Secretary