

Open Records Policy and Officer Appointment

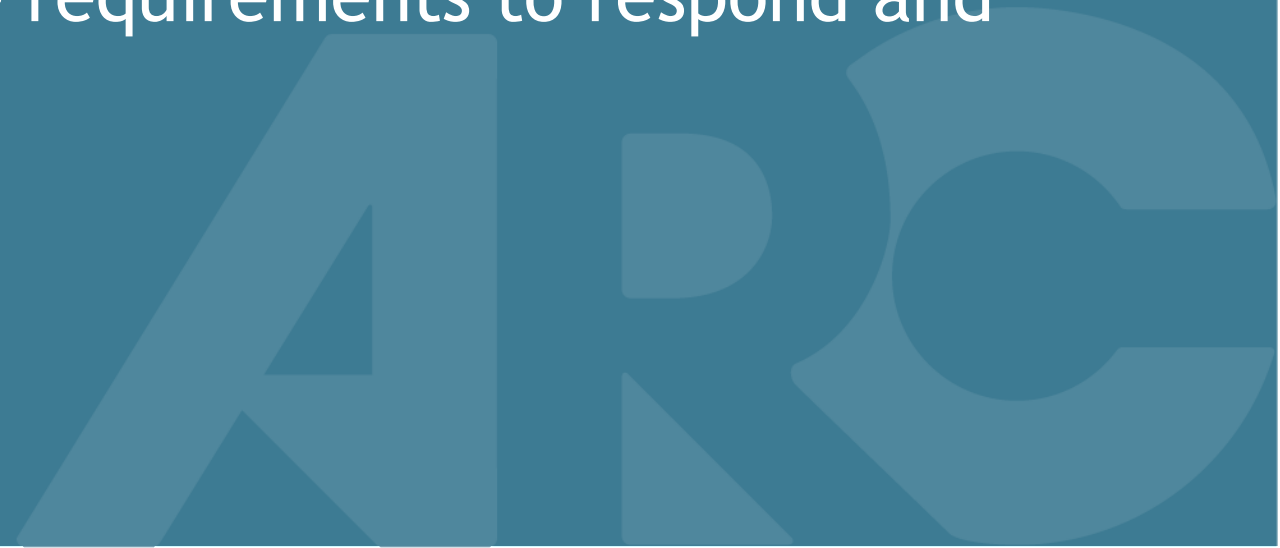
Governance Committee

April 14, 2021



What is the Open Records Law?

- This is a law that makes government documents accessible to the public. OCGA 50-14-1 et. seq.
- ARC is subject to this law, meaning that all ARC written and electronic documents that exist, and are not otherwise exempt, are subject to disclosure.
- The law is very clear about the requirements to respond and what exemptions exist.



Why adopt a policy now?

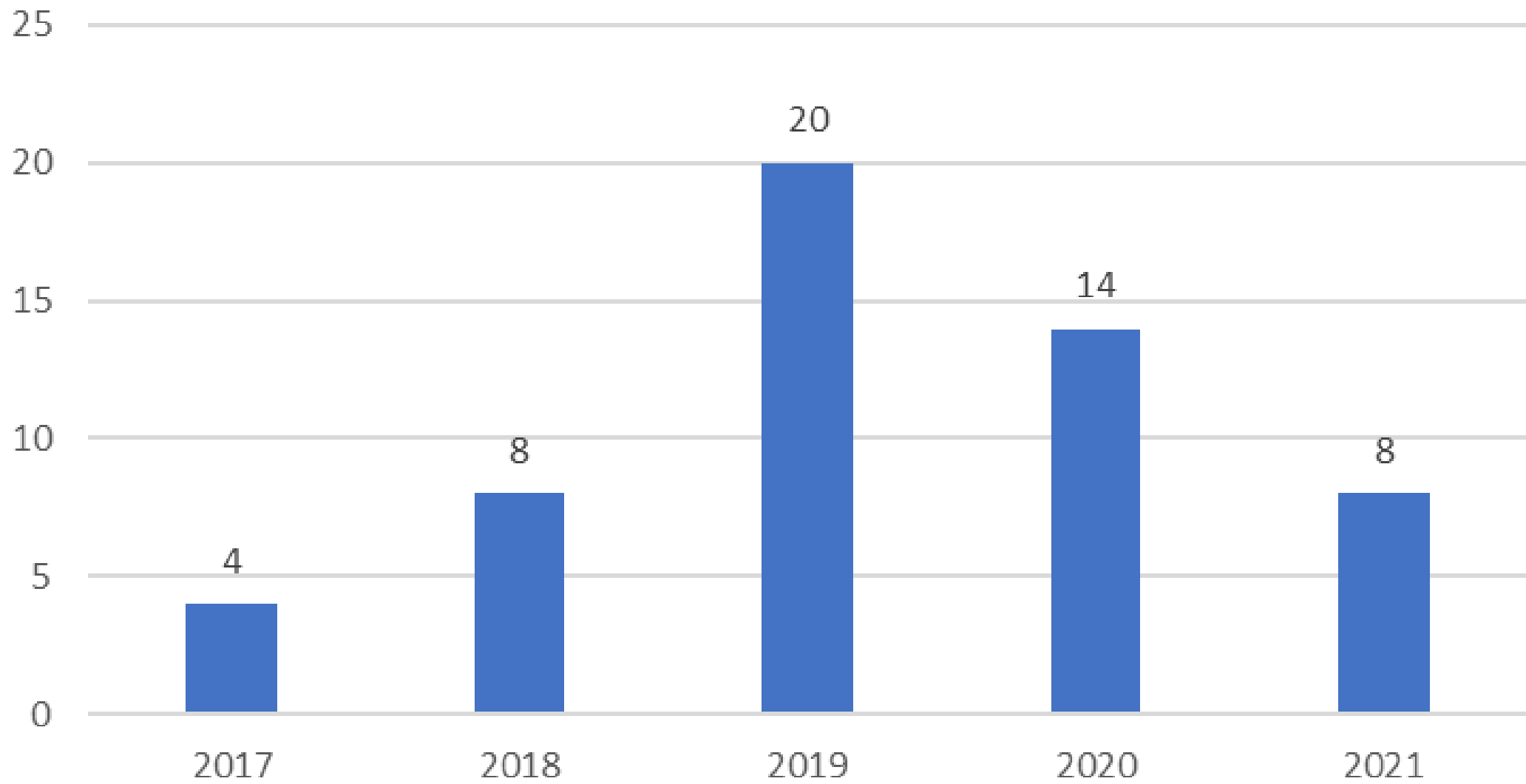
- The law is detailed in what is required to comply.
 - Adopting a policy mirroring the requirements creates a simplified document for ARC staff and the public to understand these requirements.
- Included in the policy, is the appointment of a Records Officer.
 - Making this appointment formally means that the required response time of 3 business days occurs when the Records Officer receives the request. Currently, the clock starts when the agency receives the request.

Proposed ARC Open Records Officers

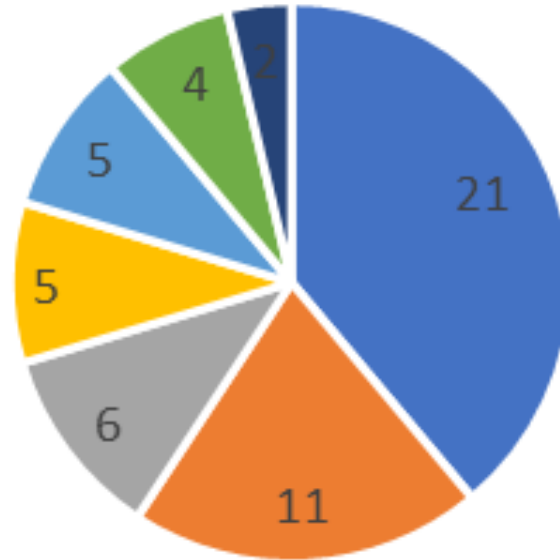
- Records Officer: Brittany Zwald, Staff Legal Counsel
- Alternate: Malika Reed-Wilkins, Director of the Center for Strategic Relations



Number of Requests



Types of Requests



■ Procurement

■ Purchasing Records ■ Other

■ Contracts

■ Employee Information ■ Financial

■ Communications

Questions?

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