



ATLANTA REGIONAL COMMISSION

DATE: February 14, 2024

ISSUE SUMMARY: OPEN RECORDS OFFICER

FROM: Andre Dickens, Board Chair

IMPORTANCE:

The Open Records Act is a state law that requires governmental agencies to provide public access to documents. It was enacted to make government more open to public scrutiny by requiring that documents and records maintained by government offices be produced for inspection and copying at any person’s request. In 2012, the State of Georgia revised the Georgia Open Records Act. Within the revised law, entities may designate an Open Records Officer to whom all open records requests must be made in writing.

The General Counsel has been serving the in the role of Open Records Officer. The attached resolution transitions the role from the General Counsel to the Office of External Affairs. All written requests for records made under the Act directed to ARC shall be made to the Open Records Officer, or in his or her absence, to the alternate. The Open Records Officer is directed to cause all ARC websites to prominently display this designation and requirement. The Open Records Officer is directed to notify all ARC employees and volunteers that any requests made under the Act shall be directed to the Open Records Officer or his or her alternate. This action shall be effective immediately.

ACTION REQUIRED:

Adoption



ATLANTA REGIONAL COMMISSION

A RESOLUTION OF THE ATLANTA REGIONAL COMMISSION BOARD FOR THE PURPOSE OF NAMING AN OPEN RECORDS OFFICER AND AN ALTERNATE OPEN RECORDS OFFICER

WHEREAS, the Atlanta Regional Commission is a Regional Commission created pursuant to O.C.G.A. § 50-8-30, et seq.; and

WHEREAS, the Georgia Open Records Act, the “Act” (O.C.G.A. § 50-18-70, et seq.), applies to the Atlanta Regional Commission as public entity with a governing body comprised primarily of county and city officials; and

WHEREAS, the Act allows for the appointment of an Open Records Officer at such an agency to whom all written requests for records must be made; and

WHEREAS, the Act further provides for notice of such designation; and

NOW, THEREFORE, pursuant to the provisions of the Act, the Atlanta Regional Commission Board does hereby resolve as follows:

- Paul Donsky, Communications and Media Relations Manager, is designated as the Open Records Officer for the Atlanta Regional Commission and Malika Reed-Wilkins, Chief Strategy and External Affairs Officer, is designated as the Alternate Records Officer to act in the Open Records Officer’s absence, both to act for the Atlanta Regional Commission, herein the “ARC”; and
- All written requests for records made under the Act directed to ARC shall be made to the Open Records Officer, or in their absence, to the alternate; and
- The Open Records Officer is directed to cause all ARC websites to prominently display this designation and requirement; and
- The Open Records Officer is directed to notify the appropriate legal organ and any other media regularly covering ARC matters of the content of this resolution; and
- The Open Records Officer is directed to notify all ARC employees and volunteers that any requests made under the Act shall be directed to the Open Records Officer or his or her alternate; and

THEREFORE, the Open Records Policy, adopted May 12, 2021, shall be updated to reflect the changes herein; and

THEREFORE, this action shall be effective immediately upon the notifications to the media and the changes to the websites having been made.

I do hereby certify that the foregoing resolution was adopted by the Atlanta Regional Commission on _____.

Charissa White-Fulks, ARC Executive Assistant/Board Secretary