

MODEL RESOLUTION

**RESOLUTION OF THE _____ COUNTY BOARD OF COMMISSIONERS
FOR THE PURPOSE OF NAMING AN OPEN RECORDS OFFICER, AN ALTERNATE OPEN
RECORDS OFFICER AND FOR OTHER PURPOSES**

Whereas, the provisions of the Georgia Open Records Act, the "Act" (O.C.G.A. Section 50-18-70, *et seq.*), were amended by action of the Georgia General Assembly during its 2012 session; and

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

Whereas, the Act also provides that a county may require all requests made under the Act to be made in writing; and

Whereas, the Act further provides for notice of such change; and

Now, therefore, pursuant to the provisions of the Act, the _____ County Board of Commissioners does hereby resolve as follows:

1. _____, _____, is designated as the Open Records Officer and _____, _____, is designated as the Alternate Open Records Officer to act in the Open Records Officer's absence, both to act for _____ County and all of its related and subsidiary entities as defined in the Act, herein the "County";
2. The term "county and all of it related and subsidiary entities" includes the following county departments and entities:

But does not include:

3. All written requests for records made under the Act directed to the County shall be made to the Open Records Officer, or in his or her absence, to the alternate;
4. The Open Records Officer is directed to cause all County websites to prominently display this designation and requirement;
5. The Open Records Officer is directed to notify the _____ as the county legal organ and any other media regularly covering County matters of the content of this resolution;
6. The Open Records Officer is directed to notify all county employees and volunteers that any requests made under the Act shall be directed to the Open Records Officer or his or her alternate; and
7. This action shall be effective immediately upon the notifications to the media and the changes to the websites having been made.

Resolved this _____ day of _____, 20____, by action of the _____ County Board of Commissioners.

By: _____
Chair

Attest: _____
County Clerk

(County Seal)