

RESOLUTION OF THE JONES COUNTY BOARD OF COMMISSIONERS FOR THE  
PURPOSE OF NAMING AN OPEN RECORDS OFFICER.

**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 Legislature during its 2012 session; and

**Whereas**, one of the changes to 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 further provides for notice of such change;

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

1. The Clerk of the Board of Commissioners, is designated as the Open Records Officer to act for Jones County and all of its related and subsidiary entities as defined in the Act, herein the "County";
2. All written requests for records made under the Act directed to the County shall be made to the Open Records Officer;
3. The Open Records Officer is directed to cause all County websites to prominently display this designation and requirement;
4. The Open Records Officer is directed to notify the Jones County News as the county legal organ and any other media regularly covering County matters of the content of this resolution;
5. 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; and
6. This action shall be effective immediately upon the notifications to the media and the changes to the websites having been made.

Resolved this 15<sup>th</sup> day of May, 2012, by action of the Jones County Board of Commissioners.

By: 

Preston Hawkins, Chairman

Attest: 

Connie Mize, County Clerk

(County Seal)

\_\_\_\_\_  
Today's Date

**Margie C. Tyson**  
County Clerk  
P.O. Box 1359  
Gray, GA 31032

Re: Open Records Request

Your Name: \_\_\_\_\_

Your Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Please state your request – be as detailed as possible. *(Feel free to use the backside of this page):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing and submitting this request, I understand that the Department of Procurement has three (3) business days to **respond** to this request pursuant to *O.C.G.A. § 50-18-71* (the Georgia Records Act).

\_\_\_\_\_  
(Please print your name)

\_\_\_\_\_  
(Signature)

The County is authorized to impose upon you a reasonable charge for the research, retrieval, redaction, and other administrative costs of complying with your inquiry, including copying charges of \$.10 per standard page. The County may impose a reasonable charge for the search, retrieval, redaction, and production or copying costs for the production of records pursuant to this article. The County shall utilize the most economical means reasonably calculated to identify and produce responsive, nonexcluded documents. Where fees for certified copies or other copies or records are specifically authorized or otherwise prescribed by law, such specific fee shall apply when certified copies or other records to which a specific fee may apply are sought. In all other instances, the charge for the search, retrieval, or redaction of records shall not exceed the prorated hourly salary of the lowest paid full-time employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request; provided, however, that no charge shall be made for the first quarter hour. *O.C.G.A. § 50-18-71*