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Georgia's Open Records Law





Open Records

- **Allows public right to inspect records created by governmental agencies**
- **Also known as “Sunshine Law”**

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Open Records

- **Any Georgia citizen may make an Open Records request to any government entity**
 - **Request may be in writing or verbal**

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- **What is considered a record?**
 - **Almost everything!**
 - **Written documents (both draft & final), emails, handwritten notes, calendar entries, cell phone logs, maps, electronic files**

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- **Exemptions are allowed for**
 - **Medical & insurance information**
 - **Evaluations**
 - **Student records protected by FERPA**
 - **In-progress personnel investigations**

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Exemptions allowed for:

- **SSN**
- **Mother's birth name**
- **Banking & financial information**
- **Day and month of birth**
- **Home address**
- **Home telephone number**

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Penalties for not responding may include...

- **Misdemeanor violation**
- **Monetary fine**
- **Imprisonment**

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**What do you do when you
have an Open Records
Request?**

CALL COMMUNICATIONS!

404-763-6834

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Points to Remember

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**Must Respond Within
Three Business Days**

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Response can be:

- Release of information OR
- Announcement of estimated costs and timeline OR
- Explanation of why information is exempt from Open Records Law

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Estimated Costs

- **Copying charges**
25 cents per page
- **Research & Retrieval Time**
Lowest-paid staff member
No charge for first 15 minutes

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Do not gather the materials until after the requestor agrees to the estimated charges.

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**If material exists, we
will probably have to
provide**

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**If requested
information does not
exist YOU DO NOT
HAVE TO CREATE!**

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Questions?

Communications Department
404-763-6834

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