

RESOLUTION OF THE SPALDING 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. Sec. 50-18-70 et seq.), 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 Spalding County Board of Commissioners does hereby resolve as follows:

1. Kathy Gibson, Executive Secretary/Deputy County Clerk, is designated as the Open Records Officer and Michelle Irizarry, Assistant County Manager, is designated as the Alternate Open Records Officer to act in the Open Records Officer's absence, both to act for Spalding County and all of its related and subsidiary entities, herein the "County";
2. The County and all if its subsidiary entities includes the following departments and entities:
 - a. Board of Commissioners;
 - b. Office of County Manager;
 - c. Community Development;
 - d. Leisure Services;
 - e. Public Works;
 - f. Human Resources;
 - g. Budget and Finance;
 - h. Spalding County Water and Sewerage Facilities Authority;
 - i. Board of Elections;
 - j. Fire Department;
 - k. E-911;
 - l. Correctional Institute;
 - m. Tax Assessors Office.
3. All written requests for records made under the Act directed to the County shall be made to the Open Records Officer, or in 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 Griffin Daily News 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 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 4th day of May, 2020, by action of the Spalding County Board of Commissioners.



(Affix County Seal)

By: Gwen Flowers-Taylor
Gwen Flowers-Taylor, Chairperson

Attest: William P. Wilson, Jr.
William P. Wilson, Jr., County Clerk