

OPEN RECORDS POLICY

PURPOSE - The purpose of this policy is to provide procedures for open records requests.

POLICY - The City of Kingsland is committed to conducting city business in a manner that complies with all legal requirements, fosters citizen confidence in city government, and promotes efficient and effective governmental operations. The city recognizes the importance of communicating information to citizens and other interested parties and will cooperate in supplying requested information which is considered a matter of public record.

PUBLIC RECORDS - O.C.G.A. § 50-18-70 (b)(2) defines a public record as all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, data, data fields, or similar material prepared and maintained or received by an agency. A public record also means such items received or maintained by a private person or entity in the performance of a service or function for or on behalf of an agency and such items transferred to a private person or entity for storage or future governmental use.

O.C.G.A. § 50-18-70 et. seq., called the Georgia Open Records Act, establishes the right of every citizen to inspect and take a copy of all records except those specifically exempt from being open. When an agency receives a record request under the Open Records Act, it must comply with guidelines established in the law:

- The agency has three business days from the date of the request to determine if the requested records, or portions of such records, are open or closed.
- If the records are closed, the agency must respond in writing specifying the legal authority for restricting access to the records.
- Otherwise, the records are to be provided within the three-day period or a plan for providing access to the records provided to the requester.

OWNERSHIP OF PUBLIC RECORDS – Records created, received or acquired by an employee of the City of Kingsland in the course of conducting government business are the property of the city and of the State of Georgia. Persons who create or acquire custody or possession of official records by virtue of their positions do not necessarily attain a proprietary interest in these records. City records are public records under the law and belong to the government rather than the employee. All city employees are responsible for reporting any actual or threatened loss or removal of records to the City Clerk, City Attorney, City Manager, or Department Head.

RELEASE OF INFORMATION PROCEDURES - Formal requests for information under the Georgia Open Records Act pursuant to O.C.G.A. § 50-18-71 should be made in writing to the City Clerk. The City Clerk may accept requester's formal written request or shall provide an Open Records Request Form to the person making the request, which must be completed and returned to the City Clerk for further action. Informal requests may be made verbally. The public will not need to make a formal request for copies or viewing of routine ordinances, resolutions, agendas, maps, and minutes. Upon receipt of request, the City Clerk will notify the appropriate Department Head or his designee for retrieval of information. When the requested information is compiled, all information reflecting review and approval by Department Head and an estimate of costs and time, will be submitted to the City Clerk. The City

Clerk will certify information, issue invoice, and notify requester to make arrangements for submittal of information.

Exception: Standardized and routine open records requests such as accident, incident, and miscellaneous reports and general research and analysis requests from the Police and Fire Departments will be received and handled by designated personnel in the Police and Fire Departments. Also, open record requests pertaining to municipal court dispositions will be handled by the Clerk of Municipal Court.

Whenever either type of request is received, the Department Head or designated person responsible for control of that information should ensure that the information is provided as quickly as possible. Within 48 hours, the City Clerk will be advised of requests which cannot be available to the requester within three (3) business days from the date of receipt. The advisory will include a description of the records requested and a timetable for availability. The City Clerk will provide a written notification of this information to the requester within 24 hours. In no event shall more than three (3) business days lapse before a written timetable of inspection is provided to the requester from the City Clerk or the information is provided to the requester by the appropriate Department Head.

Exceptions to the Open Records law are provided below. If there is a question as to whether or not information requested is subject to the Open Records law, the Department Head shall immediately contact the City Clerk. In these cases, the City Attorney shall make the final decision if information is to be withheld and will provide a written response citing the appropriate code section, which exempts the records from being released.

INSPECTION OF RECORDS, FEES, COSTS – Pursuant to O.C.G.A. § 50-18-71, if an individual has the right to inspect a record, he/she also has the right to make extracts or to make copies of the records under the supervision of the custodian of the records. If information is to be released, the requester will be allowed access, during normal business hours, to the documents containing the requested information. Departments should decide what hours to make documents available and monitor and supervise the inspection of approved records.

City employees do not have to prepare reports, summaries or compilations of public records not in existence at the time of the request. However, city employees cannot refuse to produce electronic records, data, or data fields on the grounds that exporting data or redaction of exempted information will require inputting range, search, filter, report parameters, or similar commands or instructions into the city's computer system so long as such commands or instructions can be executed using existing computer programs that the city uses in the ordinary course of business to access, support, or otherwise manage the records or data.

A requester may request that electronic records, data, or data fields be produced in the format in which such data or electronic records are kept by the city, or in a standard export format such as a flat file electronic American Standard Code for Information Interchange (ASCII) format, if the city's existing computer programs support such an export format. In such instance, the data or electronic records shall be downloaded in such format onto suitable electronic media.

Copies must be furnished, if requested, at a charge of \$.10 cents per page. A written response to all

formal requests must be prepared indicating the time and place the records may be inspected and the approximate cost involved. A fee may be charged for research, redaction, retrieval, monitoring, and other administrative costs involved with the request, after the first fifteen minutes of employee time expended. This fee should represent the salary of the lowest paid full-time employee who possesses the necessary skill and training to perform the request.

Redaction of Information: Many documents/materials are exempted from release in their entirety and these items may be completely removed from the record. Other documents/materials contain only specific information, which is exempted from release. In these instances, a photocopy of the document will be made and the specific exempted information will be blacked out with a heavy ink marker. The document photocopy will then be recopied to insure it cannot be read.

EXEMPTIONS: Types of exempted documents that are not subject to disclosure are defined in O.C.G.A. § 50-18-72. (In all cases where there is doubt, the City Attorney shall make the final decision if information is to be withheld and will provide a written response citing the appropriate code section, which exempts the records from being released) These are a few types of exempted documents:

- Any record required by federal law or regulation to be kept confidential.
- An individual's social security number, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information, insurance or medical information in all records, unlisted telephone number if so designated in a public record, personal e-mail address or cellular telephone number, and day and month of birth.
- Medical files.
- Records compiled for law enforcement or prosecution purposes to the extent that production of such records would disclose the identity of a confidential source, disclose confidential investigative or prosecution material, which would endanger the life or physical safety of any person or persons, or disclose the existence of a confidential surveillance or investigation.
- Records of law enforcement prosecution, or regulatory agencies in any pending investigation or prosecution of criminal or unlawful activity, other than initial police arrest reports, accident reports, and incident reports; provided, however, that an investigation or prosecution shall no longer be deemed to be pending when all direct litigation involving said investigation and prosecution has become final or otherwise terminated.
- Records that consist of confidential evaluations submitted to, or examinations prepared by, a governmental agency and prepared in connection with the appointment or hiring of a public officer or employee, and records consisting of material obtained in investigations related to the suspension, firing, or investigation of complaints against public officers or employees until ten days after the same has been presented to the agency or an officer for action or the investigation is otherwise concluded or terminated, provided that this paragraph shall not be interpreted to make such investigatory records privileged.
- Real estate appraisals, engineering or feasibility estimates made relative to the acquisition of real property until such time as the property has been acquired or the proposed transition has been terminated or abandoned.
- Pending, rejected, or deferred sealed bids or sealed proposals and detailed cost estimates related thereto until such time as the final award of the contract is made, the project is terminated or

abandoned, or the city council takes a public vote regarding the sealed bid or sealed proposal, whichever comes first.

- Those portions of records which would identify persons applying for or under consideration for employment or appointment as executive head of an agency (“agency” is defined as a department, commission, board or authority, not just the city government); provided, however, that at least 14 calendar days prior to the meeting at which final action or vote is to be taken on the position, the agency shall release all documents which came into its possession with respect to as many as three persons under consideration whom the agency has determined to be the best qualified for the position and from among whom the agency intends to fill the position. Prior to the release of these documents, an agency may allow such a person to decline from being considered further for the position rather than have the documents pertaining to the person released. If the agency has conducted its hiring or appointment process open to the public, it shall not be required to delay 14 days prior to taking final action. The agency shall not be required to release such records with respect to other applicants or persons under consideration. Upon request, the agency shall furnish the number of applicants and the composition of the list by such factors as race and sex.
- Records that would reveal the names, home addresses, telephone numbers, security codes, or any other information collected by the city in connection with the operation of its alarm systems.
- Records of public employees that would reveal the home address, home telephone number, day and month of birth, social security number, insurance or medical information, mother’s birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information other than compensation by a government agency, unlisted telephone number if so designated in a public record, or the identity of immediate family members or dependents of the public employee.
- Records that would reveal the name, home address, home telephone number, employment telephone number, or hours of employment for any individual who is participating in, or has expressed interest in participating in a rideshare program.

Examples of those records considered exempt from being open are as follows:

- Portions of personnel files that include medical records, evaluations and exams, and materials obtained to investigate disciplinary action until 10 days after issue is resolved.
- Documents concerning on-going criminal investigating, the informants, and, in exceptional cases, names of complainants other than the initial arrest reports, accident reports and incident reports.
- Names or addresses of juvenile offenders
- Real Estate documents pending acquisition