

## CITY OF SENOIA, GEORGIA

### INSTRUCTIONS FOR ACCESSING PUBLIC RECORDS

The strong public policy of the State of Georgia is in favor of open government. The City of Senoia shares the belief that open government is essential to a free, open and democratic society, and that public access to public records should be encouraged to foster confidence in government,

The City of Senoia is an agency covered by Georgia's Open Records Law, O.C.G.A. Section 50-18-70, et seq. Under this law, all public records shall be open for personal inspection, and copying, except those which by order of a court or by law are specifically exempted from disclosure. In order to comply with this law, the City has designated City Manager, Harold Simmons, as Open Records Officer and Jason Edens, Lynn Carter and Alyson Leveillard as Assistant Open Records Officers. These persons are specifically trained in public records management and compliance with the Open Records Law. An Open Records Officer is available daily, during normal business hours, except weekends and City-observed holidays, to assist you with public records requests.

Under most circumstances, records will be made available for inspection within a reasonable amount of time following receipt of a request; generally, the request will be fulfilled within three (3) business days. If a request poses unusual requirements, within 3 business days you will be sent a written response telling you what records exist and the estimated cost for search, retrieval, redaction, production and copying of those records. You will be expected to pay the cost at the time records are produced for inspection.

Should the records you request be covered by a specific exemption from inspection, you will be given a written response setting forth the exemption claimed. Some exemptions are limited and apply to certain data contained within the record; if this applies, the exempt data will be redacted and you may inspect a redacted version of this record.

Inspection of a public record includes your right to copy the record. The City may charge reasonable fees for copying requested records, not to exceed 10 cents per page for letter and legal size documents. Odd-sized records may be reproduced at the City's actual cost; electronic files may be available on digital media at actual cost.

A request to inspect records will be deemed filed until filed with the City's Open Records Officer or a designated Assistant Open Records Officer. Filings must be made, in writing, and may be personally served on the Officer, at City Hall, 80 Main Street, Senoia, Georgia during normal business hours, or by statutory overnight delivery to that address. Filings may also be made by U.S. Mail, addressed to Harold Simmons, Open Records Officer at City of Senoia, P.O. Box 310, Senoia, GA 30276. Further, you may file a request by emailing to [hsimmons@senoia.com](mailto:hsimmons@senoia.com) or by facsimile to 770.599.0855. Emails and faxes should be clearly labeled "Open Records Request".

# CITY OF SENOIA, GEORGIA

## REQUEST FOR INSPECTION OF PUBLIC RECORDS

To: Open Records Officer  
80 Main Street  
P.O. Box 310  
Senoia, GA 30276

### REQUESTER:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

I hereby request to inspect and/or copy the following public records: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do any of the requested records relate to a civil action or administrative proceeding?  
If YES, provide the style of the action or proceeding and the name, address, & telephone number of all parties or their counsel of record on a separate sheet. *A copy of this request must be served by you contemporaneous with its filing on all parties to the action or proceeding, or their counsel of record, if known.*

Electronic Messages & Data – To assist in locating electronically-stored data, provide the name, title, or office of the person(s) whose messages or documents you desire to inspect. To the extent possible, provide the name or subject matter of the message content, any keywords you suggest be searched under, and a range of dates during which the message or document was created. Please specify if you want a printout of the message or data or whether you want the data in its digital format. Unless a specific format is requested, it will be provided in the digital format in which stored. You should provide this information on a separate sheet attached to this Request.

YOU SHOULD BE AS SPECIFIC AS POSSIBLE, USING THE BEST INFORMATION KNOWN TO YOU, WHEN REQUESTING PUBLIC RECORDS. THIS WILL ALLOW THE CITY TO BEST HONOR YOUR REQUEST.

I hereby request to inspect the records described above and am willing to pay the reasonable costs for search and retrieval, redaction, production and copying of such records, if not specifically exempted from disclosure.

Date: \_\_\_\_\_

\_\_\_\_\_  
Requester's signature