

**RESOLUTION NO. RES-2022-5**

**A RESOLUTION TO DESIGNATE AN OPEN RECORDS OFFICER FOR  
THE CITY OF SOCIAL CIRCLE, GEORGIA.**

**WHEREAS**, the City of Social Circle is a Municipal Corporation of the State of Georgia;  
and

**WHEREAS**, the Social Circle is an agency subject to the Open Records Act of the State  
of Georgia; and

**WHEREAS**, the Social Circle is comprised of various departments, boards, authorities  
and commissions; and

**WHEREAS**, the Open Records Act of the State of Georgia permits an agency to designate  
Open Records Officers to receive requests for the inspection or copying of records; and

**WHEREAS**, the Mayor and Council of the Social Circle believe that designating Open  
Records Officers will centralize the open records process and will permit the City to more  
effectively and efficiently track and complete responses to open records requests;

**IT IS HEREBY RESOLVED** that the Mayor and Council of the Social Circle, in  
accordance with the provisions of the Open Records Act found in O.C.G.A. 55-18-71 designate  
the following Open Records Officers to receive requests on behalf of the City and all of its  
departments (including but not limited to: Administration, Planning & Zoning, Engineering,  
Streets & Sanitation, Utilities, Gas, Water, Locate, Electric, Meter, Human Resources, Police,  
Finance, Courts, Information Technology, Economic Development, Risk Management):

- (1) City Clerk
- (2) In the absence of the City Clerk, the City Manager

shall serve as the Open Records Officers.

**IT IS FURTHER RESOLVED** that the City requires that all requests be written under  
the Open Records Act and shall be made upon the Open Records Officers designated in this  
Resolution, and that a copy of the Request be sent by the Open Records Officer to the City  
Attorney.

**IT IS FURTHER RESOLVED** that the City Clerk shall notify the Walton County  
Tribune and the Covington News, as the legal organs of the City and Walton County, that the City  
has so designated the Open Records Officers contained herein.

**IT IS FURTHER RESOLVED** that the City Clerk shall ensure that the designated Open  
Records Officers and their contact information are prominently displayed on the City's website.  
The City Clerk shall also develop an Open Records Request Form that shall also be posted on the  
website.

IT IS SO RESOLVED this 16<sup>th</sup> day of March, 2022.

SOCIAL CIRCLE, GEORGIA

By: David L. Keener  
David L. Keener, Mayor

(SEAL)

Attest:

Susan M. Rogers  
Clerk, City of Social Circle

APPROVED AS TO FORM:

Anthony O. L. Powell  
Anthony O. L. Powell, City Attorney  
Powell & Edwards, Attorneys at Law, P.C.

Adopted by the City Council at a regular meeting on March 16, 2022.

4 Council members voting in favor

0 Council members voting against

0 Council members abstaining