

SUBJECT: OPEN RECORDS ACT

EFFECTIVE
DATE: 04-30-10 (replaces 04-01-05)

APPROVED BY:

Reviewed (no changes): 03-31-11 _____

Executive Director

POLICY

It is the policy of the McIntosh Trail CSB Board to comply with the provisions of Georgia law in regard to the "Open Records Act" (O.C.G.A. Section 50-18-70 et seq.). This policy does not apply to requests for copying a consumer's record (see Policy 1107.)

PROCEDURE

1. Staff have no longer than three business days to determine whether or not the record requested is subject to access and to permit inspection and copying. Where records exist, but are not available within three business days of the request, a written description of such record, together with a timetable for their inspection and copying, shall be provided within the three business day period.
2. The cost for copying may not exceed \$.25 per page. A charge of \$25.88 for retrieval and other administrative costs. An hourly charge for administrative costs may not exceed the salary of the lowest paid full-time employee capable of performing the task.
A charge may apply not to exceed \$9.70 for each record certified.
3. If the information is maintained by computer, the charge will include the cost of a computer disk or tape onto which the information is transferred.
4. The requesting party will be notified of the estimated cost of the search, retrieval, copying, and other administrative fees prior to fulfilling the request.
5. If access is denied in whole or in part, the person responsible for the record will document in writing the specific legal authority exempting such record from disclosure.
6. Staff knowingly and willfully violating the provisions of this article will be guilty of a misdemeanor and upon conviction shall be punished by a fine not to exceed \$100.00.
7. Please see Attachment No. 1 for other guidelines for responding to requests for public records.

Attachment:
Guidelines for Responding to Requests for Public Records