

A RESOLUTION

A RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE CITY OF GRIFFIN, GEORGIA, ACCEPTING THE RESIGNATION OF JUDY FLOURNOY AS AN ASSISTANT OPEN RECORDS OFFICER AND DESIGNATING TERESA WATSON AS AN ASSISTANT OPEN RECORDS OFFICER; REAFFIRMING THE REQUIREMENT THAT ALL OPEN RECORDS REQUESTS BE MADE IN WRITING AND FILED WITH THE OPEN RECORDS OFFICER OR A DESIGNATED ASSISTANT OPEN RECORDS OFFICER; AND FOR OTHER PURPOSES.

WHEREAS, by Resolution, adopted June 12, 2012, this Board of Commissioners enacted policies to comply with legislative changes made in the 2012 Session of the General Assembly of Georgia, relating to the “The Georgia Open Records Act”, codified at O.C.G.A. §50-18-70 *et seq.*;

WHEREAS, this Board designated City Manager Kenny L. Smith as its Open Records Officer and, upon his recommendation, appointed Judy Flournoy and Diane Martin as Assistant Open Records Officers for the City; and

WHEREAS, Judy Flournoy has resigned from her employment with the City, including the various appointed offices that she held, effective December 31, 2014;

NOW THEREFORE, BE IT RESOLVED AND IT IS ESTABLISHED THAT:

1. That Judy Flournoy’s resignation as an Assistant Open Records Officer is hereby accepted, effective December 31, 2014, and Teresa Watson is hereby appointed as an Assistant Open Records Officer, effective immediately; the appointments of Kenny L. Smith as Open Records Officer and Diane Martin as an Assistant Open Records Officer are not affected by adoption of this Resolution.
2. Notice of this designation shall be promptly given The Griffin Daily News, as legal organ for Spalding County, Georgia, with copies to other local news media, upon request.
3. Notice of this designation shall be prominently posted on the City’s website, together with a form for making Open Records requests in writing.
4. Continuing notice shall be posted on the official bulletin board at One Griffin Center and on the City’s website advising the public that all Open Records requests must be made in writing and served upon the Open Records Officer or a designated Assistant Open Records Officer in one of

the following ways: in person during normal business hours of the City at One Griffin Center, 100 S. Hill Street, 3d Floor, Griffin, Georgia 30223 by U.S. mail addressed to: Open Records Officer, City of Griffin, P.O. Box T, Griffin, Georgia 30224; by statutory overnight delivery addressed to: Open Records Officer, City of Griffin, One Griffin Center, 100 South Hill Street, 3d Floor, Griffin, Georgia 30223; by email addressed to Records@cityofgriffin.com; or by facsimile to (770) 229-6630. The enforcement provisions of O.C.G.A. §§50-18-73 & 74 shall be available only to enforce non-compliance when a written request is made consistent with this section and shall not be available when request is made orally.

5. Forms for making written Open Records requests shall be available, without charge, at One Griffin Center, 101 S. Hill Street, 3d Floor, and on the City's website.

SO RESOLVED, this 13th day of January, 2014.