



# LAWRENCEVILLE

## GEORGIA

### AGENDA REPORT

MEETING: WORK SESSION, APRIL 17, 2024

AGENDA CATEGORY: GENERAL DISCUSSION ITEM

<b>Item:</b>	Resolution for Open Records Officer Designation Update
<b>Department:</b>	City Clerk
<b>Date of Meeting:</b>	Wednesday, April 17, 2024
<b>Fiscal Impact:</b>	None
<b>Presented By:</b>	Karen Pierce, City Clerk
<b>Action Requested:</b>	Consider Adoption of the Resolution to update the Open Records Officer Designation for the City of Lawrenceville.

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**Summary:** The City Clerks office is requesting to update the Resolution designating the official open records officers for the City of Lawrenceville and the procedure for requesting records.

**Background:** 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. The Mayor and Council adopted a Resolution in June of 2012 and updated it in July of 2016. Since this time, we have added additional staff to the office and have a records officer that is in charge of handling all City records. We would like to update the Resolution to show this new change.

**Concurrences:** City Attorney

**Attachments/Exhibits:**  
Resolution for Open Records Officer Designation Update