

RESOLUTION _____

**RESOLUTION TO DESIGNATE OPEN RECORDS OFFICERS
FOR THE CITY OF LAWRENCEVILLE, GEORGIA**

WHEREAS, the City of Lawrenceville is a Municipal Corporation of the State of Georgia;
and

WHEREAS, the City of Lawrenceville is an agency subject to the Open Records Act of the State of Georgia; and

WHEREAS, the City of Lawrenceville 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 City of Lawrenceville adopted a resolution on June 4, 2012 designating the Open Records Officers; and

WHEREAS, the Mayor and Council of the City of Lawrenceville adopted an amended resolution on July 6, 2016 updating the designated Open Records Officers; and

WHEREAS, the Mayor and Council of the City of Lawrenceville wish to update the designated Open Records Officers; and

IT IS HEREBY RESOLVED that the Mayor and Council of the City of Lawrenceville, in accordance with the provisions of the Open Records Act found in O.C.G.A. §50-18-71(b) 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, Communications, Code Enforcement, Planning & Development, Engineering, Streets & Sanitation, Utilities, Gas, Damage Prevention, Electric, Meter, Public Works, GIS, Human Resources, Police, Finance, Municipal Court, Information Technology, Economic Development, Risk Management, Purchasing), boards, authorities, and commissions (including but not limited to: Building Authority, Board of Appeals, Downtown Development Authority, Development Authority, Financial Review Citizens Committee, Hooper-Renwick Legacy Preservation Committee, Arts Commission, Planning Commission, ReCast Advisory Board, Stormwater Authority and specifically excluding the Lawrenceville Housing Authority) :

- (1) Records Officer in the Office of the City Clerk
- (2) In the absence of the Records Officer in the Office of the City Clerk, the City Clerk and Assistant City Clerk shall serve as the Open Records Officer.

IT IS FURTHER RESOLVED that the City requires that all written requests under the Open

Records Act 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 requires that all written requests under the Open Records Act shall be submitted using the City's Online Portal, by US Mail sent to the Open Records Officer at PO Box 2200, Lawrenceville, GA 30046, hand delivered to the Office of the City Clerk at City Hall (70 S. Clayton St.) or by email to City.Clerk@lawrencevillega.org.

IT IS FURTHER RESOLVED that the City Clerk shall notify the Gwinnett Daily Post, as the legal organ of the City and Gwinnett 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.

IT IS SO RESOLVED this _____ day of _____, 20_____.

David R. Still, Mayor

ATTEST:

Karen Pierce, City Clerk