

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF LOGANVILLE,  
GEORGIA, FOR THE PURPOSE OF NAMING AN OPEN RECORDS OFFICER, AN  
ALTERNATE OPEN RECORDS OFFICER, AND FOR OTHER PURPOSES**

**THE COUNCIL OF THE CITY OF LOGANVILLE HEREBY ORDAINS:**

WHEREAS, Georgia's Open Records Law, O.C.G.A. §50-18-70, et seq., was amended in the 2012 Session of the General Assembly to enact new procedures for local governments (defined therein as "agencies") to comply with said law and to provide greater transparency in making public records available to the public for inspection and copying, which instills greater public trust in government; and,

WHEREAS, pursuant to O.C.G.A. § 50-8-17, agencies may designate one or more "Open Records Officers" for the purpose of accepting service of written requests in order to assure timely response if made to the proper officer, who has been trained in the law and procedures for public records compliance; and,

WHEREAS, the City of Loganville, a Georgia municipal corporation, is an "agency" as defined at O.C.G.A. §50-18-70; and

WHEREAS, the Mayor and City Council adopt as City public policy the statement of the General Assembly found at O.C.G.A. §50-18-70(a).

NOW, THEREFORE, BE IT ORDAINED, that the Mayor and Council of Loganville do hereby declare and adopt this Resolution as follows:

(1) The City Manager is designated as the Open Records Officer and the City Deputy Clerk is designated as the Alternate Open Records Officer to act in the absence of the City Manager both to act for the City of Loganville, Georgia and all of its related and subsidiary entities as defined in the Act;

(2) All requests for records made under the Act directed to the City of Loganville shall be submitted to the Open Records Officer or in his absence to the Alternate Open Records Officer in one of the following ways:

a. In writing and delivered via United States Postal Service or statutory overnight delivery; or

b. Via the City's open record request online form located on the City's website at <https://forms.loganville-ga.gov/Forms/OpenRecordsRequest>; or

c. Via email to [openrecords@loganville-ga.gov](mailto:openrecords@loganville-ga.gov); or

d. Via fax to 770-466-9128.

(3) The Open Records Officer is directed to cause all City of Loganville’s websites to prominently display this designation and requirement;

(4) The Open Records Officer is directed to notify The Walton Tribune as the county legal organ and any other media regularly covering City of Loganville matters of the content of this resolution;

(5) The Open Records Officer is directed to notify the City of Loganville’s employees and volunteers that any requests made under the Act shall be directed to the Open Records Officer or in his absence, the Alternate Records Officer in accordance with this Resolution; and

(6) This action shall be effective immediately upon the notifications to the media and once the changes, if any, to the City’s websites have been made.

**BE IT RESOLVED** this \_\_\_\_ day of February, 2024.

**CITY OF LOGANVILLE, GEORGIA**

**By:** \_\_\_\_\_ **(SEAL)**

**Skip Baliles, Mayor**

**Attest:** \_\_\_\_\_ **(SEAL)**

**Kristi Ash, Deputy Clerk**