

Office of General Counsel

***1200 Maintaining Compliance with the
Georgia Open Records Act***

2025-06-10

Table of Contents

Policy 2

Authority..... 3

Applicability..... 4

References 5

Definitions 6

Responsibilities 7

History..... 8

Evaluation 9

	Department of Human Services Policy and Manual Management System	Index: POL 1200	
		Revised: 01/08/2024	
		Next Review: 01/08/2026	

Policy

The Open Records Act (ORA), enacted by the Georgia General Assembly, places an emphasis on the importance of open government. In instituting the ORA, the General Assembly declared that in order to ensure transparency in government it is essential that the public have unencumbered access to public records. It is with this same intent that the Department of Human Services (DHS) introduces this policy to insure compliance with the ORA.

The policy of DHS is to comply with the provisions of the ORA when responding to requests for documentation maintained by the Department. This policy requires timely response to requests for information and mandates strict compliance with a process that facilitates the public inspection all public records, except those which are specifically exempted from disclosure.

Authority

O.C.G.A. § 50-18-70 et seq.

Applicability

This policy is applicable to all divisions and offices of DHS.

References

[PROC120: Responding to Open Records Requests](#)

Definitions

Public record

all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, data, data fields, or similar material prepared and maintained or received by an agency or by a private person or entity in the performance of a service or function for or on behalf of an agency or when such documents have been transferred to a private person or entity by an agency for storage or future governmental use.

Responsibilities

The Open Records Officer designated by the Commissioner of the Department of Human Services is responsible for fulfillment of records requests and issuing responses received pursuant to the Open Records Act. DHS employees that receive an open record request should direct the requestor to the open records officer.

History

Replaces POL1200, last reviewed 03/22/2020.

Evaluation

The General Counsel evaluates the effectiveness of this policy every two years.