

**OFFICE OF INVESTIGATIVE SERVICES
POLICY AND PROCEDURE #850**

OPEN RECORDS ACT

OPEN RECORDS ACT:

The Georgia Open Records Act (O.C.G.A. Section 50-18-70 et. seq.) provides, in part, that confidential personal information concerning an employee is accessible to the public only under certain circumstances.

The OIS Director is the designated custodian of internal investigation files. Requests to obtain information from these files under the Open Records Act will normally be addressed, in writing, to the OIS Director. In the event an investigator or any other OIS staff member receives a request (either oral or written) to review confidential information under the Act, the employee must immediately notify the OIS Director. The Act requires all public agencies to respond in writing to Open Records requests and to allow any person to inspect and copy public records, which are not protected by a statute or court order, no later than three business days after a request to review records is made.

See DHR Personnel Policy #604 for the complete reference to Georgia Open Records Act.

The OIS investigation report should be considered confidential and protected from unauthorized access at all times. These reports do not become public records until after DHR has taken the action determined to be appropriate based on the findings and OIS has received written notice to that effect.