

# OPEN RECORDS



The Open Records Act (ORA), O.C.G.A. §50-18-70 et. seq., 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.

## **Submitting Open Records Requests**

The Department of Human Services will work diligently in fulfilling requests for documents in accordance with the Open Records Act. As authorized by O.C.G.A. § 50-18-71 (b) (2), the Department has designated an Open Records Officer. Official requests for records under the Open Records Act must be made directly to the Open Records Officer, [Vanessa E. Echols](#). Official Open Record Requests can be emailed to the Open Records Officer at: [openrecordsdhs@dhs.ga.gov](mailto:openrecordsdhs@dhs.ga.gov).

Open Records Requests can also be mailed or faxed to the Open Records Officer at:

Office of General Counsel  
2 Peachtree Street, N.W., 29-202  
Atlanta, Georgia 30303  
Fax: (404) 657-1123

## **Open Records Policy and Procedure**

Additional information regarding Open Records Requests can be found by viewing the related Policy and Procedure.

- [POL1200: Maintaining Compliance with the Georgia Open Records Act](#)
- [PROC120: Responding to Open Records Requests](#)