



POLICY AND PROCEDURE NOTICE: PPPN-030 OPEN RECORDS

Summary and Purpose of PPN: To support transparency in programs supported with taxpayer dollars.

Authority:

- O.C.G.A. Section 50-18-70 et seq.
- Fulton County Ryan White Part A Contract/Agreement

Policy and Procedures:

It is the policy of the Fulton County Ryan White Part A program to comply with the Georgia Open Records Act.

1. The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to subrecipients.
2. Subrecipients acknowledge that any documents or computerized data provided to the County may be subject to release to the public.
3. Subrecipients also acknowledge that documents and computerized data created or held by the subrecipient in relation to any Ryan White Part A Agreement may be subject to release to the public, to include documents turned over to the County.
4. Subrecipients must cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests.
5. Subrecipients must notify the Ryan White Part A Program Office of any Open Records Act requests no later than 24 hours following receipt of any such requests by the subrecipient.
6. Subrecipients must promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

Verification:

- Review of any Open Records Act request, response, and timeline for responding.

Approved: October 2016

Reviewed: April 2021