

RESOLUTION NO. 2024-01

**A RESOLUTION TO DESIGNATE AN OPEN RECORDS OFFICER FOR
THE CITY OF WALNUT GROVE, GEORGIA.**

WHEREAS, the City of Social Circle is a Municipal Corporation of the State of Georgia;
and

WHEREAS, the Walnut Grove is an agency subject to the Open Records Act of the State
of Georgia; and

WHEREAS, the Walnut Grove is comprised of various departments, boards, authorities
and commissions; and

WHEREAS, the Open Records Act of the State of Georgia permits an agency to designate
Open Records Officers to receive requests for the inspection or copying of records; and

WHEREAS, the Mayor and Council of the Walnut Grove believe that designating an
Open Records Officers will centralize the open records process and will permit the City to more
effectively and efficiently track and complete responses to open records requests;

IT IS HEREBY RESOLVED that the Mayor and Council of the Walnut Grove, in
accordance with the provisions of the Open Records Act found in O.C.G.A. 55-18-71 designate
the following Open Records Officers to receive requests on behalf of the City and all of its
departments:

(1) City Clerk

(2) In the absence of the City Clerk, the Mayor


shall serve as the Open Records Officers.


IT IS FURTHER RESOLVED that the City requires that all written requests under the
Open Records Act shall be made upon the Open Records Officers designated in this Resolution,
and that a copy of the Request be sent by the Open Records Officer to the City Attorney.


IT IS FURTHER RESOLVED that the City Clerk shall notify the Walton County
Tribune and the Covington News, as the legal organs of the City and Walton County, that the City
has so designated the Open Records Officers contained herein.

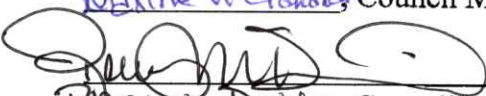
IT IS FURTHER RESOLVED that the City Clerk shall ensure that the designated Open
Records Officers and their contact information are prominently displayed on the City's website.


IT IS SO RESOLVED this 4 day of January, 2023. 2024


Stephanie Moncrief, Mayor



Erica Miles, Mayor Pro Tem


Maxine McCloskey, Council Member


RACHEL DAVIS, Council Member


Linda Pilgrim, Council Member

ATTEST:


Kimberly Whitlow, City Clerk

APPROVED AS TO FORM:


Anthony O. L. Powell, City Attorney
Powell & Edwards, P.C.