



To: All media and members of the public

From: Brookhaven City Manager Marie L. Garrett

Date: Sept. 3, 2013

Re: Open Records Act requests

Starting immediately all Georgia Open Records Act requests must be sent to the city clerk's office. This includes requests from media outlets, as well as other members of the public.

The clerk will respond in accordance with the Georgia Open Records Act O.C.G.A. §50 -18-70. This requires that the city respond within 72 hours and charge a reasonable fee to cover any costs.

All requests should be sent to clerk@brookhavenga.gov. The city clerk is the designated open records officer.

Request forms are available at:

<http://www.brookhavenga.gov/uploads/openrecordsreqbrookhavenltrhd.pdf>.

Media inquiries, including questions and interview requests, must be sent to the Communications Office at news@brookhavenga.gov.