

11.13.13

Possible changes to GA CORA policies - 2013
Revisions to II. D. 6. and 7.

6. As a general practice, in response to a public records request:
- a. Public records in hard copy, paper, published, or documentary form shall be made available for inspection;
 - b. A document will not ordinarily be created in order to respond to such a request;
 - ~~c. Public records will not ordinarily be forwarded electronically in response to such a request;~~
 - d. C. In the case of e-mail that is a public record, copies of such e-mail that is a public record will be made available by the custodian in response to such a request.
 - e. D. The person making the request shall not be allowed to access the custodian's computer or any other computer for purposes of inspecting any public records.
7. ~~A custodian may elect to provide a document in electronic format if it is a record that has been previously released publicly and has been prepared in PDF format or can be so prepared with minimal effort. In addition, a custodian may elect to provide a document in PDF format when the public record consists of twenty or fewer pages or when the applicant is not readily able to personally inspect the public record in the custodian's office during regular business hours as required in section II. D. 1. of this policy. However, in either such case, UPON REQUEST BY THE APPLICANT, THE CUSTODIAN SHALL TRANSMIT A COPY OF ANY PUBLIC RECORDS BY UNITED STATES MAIL, OTHER DELIVERY SERVICE, FACSIMILE, OR SOME METHOD OF ELECTRONIC FILE TRANSFER (E.G., ELECTRONIC MAIL OR INTERNET-BASED STORAGE WEBSITE ACCESSIBLE TO THE APPLICANT). IF SUCH REQUEST IS MADE, the applicant shall be required to:~~
- a. Waive his or her right to personally inspect public records in the office of the custodian, and waive any objection to the custodian's identification of the document or documents that the custodian determines are responsive to the applicant's request; and,
 - b. Prepay any applicable fee for preparation of the documents and for any search and retrieval costs incurred pursuant to section II. E. 2. of this policy AND, IF APPLICABLE, ANY COSTS ASSOCIATED WITH THE MAILING OR DELIVERY OF THE REQUESTED PUBLIC RECORDS. WITHIN THREE BUSINESS DAYS AFTER RECEIPT OF PAYMENT, THE CUSTODIAN SHALL TRANSMIT THE PUBLIC RECORDS TO THE APPLICANT.