



Department policy/ directive: 22-0422-2

**TO: Building department / Administrative staff**

Ref: Administrative policy regarding open records requests  
Requirements, Effective April 29th, 2022

Keeping in compliance with the open records requests act.

There is certain information we collect which is identifiable information for persons applying for permit. Specifically social security numbers among other sensitive information.

Any persons or entities requesting information **Must** apply for an open records request **unless the person/ entity is the permit holder** of this information requested.

This information is NOT subject to public open records concerning the type of information your department collects.

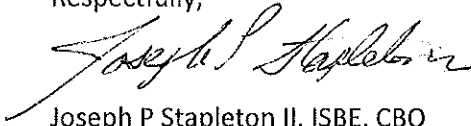
According to O.C.G.A. § 50-18-70 (b)(2), the term "public record" includes "all documents, papers, letters, maps, books, tapes, photographs, computer-based or generated information, data, data fields, or similar material prepared and maintained or received by an agency or by a private person or entity in the performance of a service or function for or on behalf of an agency or when such documents have been transferred to a private person or entity by an agency for storage or future governmental use."

state law may treat some or all the information contained in such record as exempt from disclosure or confidential. The Georgia Open Records Act outlines applicable exemptions in O.C.G. A. § 50-18-72, and there are numerous confidentiality statutes in federal and state law which may be applicable to an Open Records Request.

1. Public disclosure shall not be required Specifically required by federal statute or regulation to be kept confidential; for records that are:
2. Is alleged to be liable to another party because of the accident.
3. Is the actual or alleged insurer of a party to the accident or of property actually or allegedly damaged by the accident.

4. Was allegedly or injured by the accident.
5. Owns or leases an interest in property allegedly or damaged in the accident.
6. Has a personal, professional, or business connection with a party to the accident.
7. Except as otherwise provided by law, records compiled for law enforcement or prosecution purposes to the extent that production of such records would disclose the identity of a confidential source, disclose confidential investigative or prosecution material which would endanger the life or physical safety of any person or persons, or disclose the existence of a confidential surveillance or investigation.
8. An individual's social security number and insurance or medical information in personnel records, which may be redacted from such records.

Respectfully,



Joseph P Stapleton II, ISBE, CBO

Chief Building Official