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# The University of Georgia

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College of Agricultural and Environmental Sciences  
*Cooperative Extension*

## **OPEN RECORDS REQUEST PROCEDURES FOR COUNTY OPERATIONS**

If contacted, counties should inform the requestor to contact the Associate Dean for Extension's Office with a written copy of their request. Information is due to the requestor three days from the date the written request is received.

The Associate Dean's Office will send a copy to the Dean's Office and at the same time request that the districts ask the counties involved in the request to respond to the Associate Dean's Office (if list is not available on the web) within the allowed three days in one of the following ways:

1. Fax the requested information to the Associate Dean's Office within three days,
2. Within three days provide the Associate Dean's Office a date the information will be available, or
3. Forward a statement to the Associate Dean's Office within three days that the information is not available.

When the information is compiled, the information is forwarded to the open records manager in the Office of Public Affairs and the Dean's Office.

For more information go to:

<http://www.uga.edu/uc/gora/>

Revised July 2007

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