

Open Records Policy

Dodge County Board of Commissioners

Dodge County considers access to public records by members of the public of paramount importance. Pursuant to the Georgia Open Records Act (OCGA 50-18-70 et seq.), Dodge County will respond to all requests for public records within three business days after receipt of the request.

A response must be made within three business days to the individual who requested the records, even if the records will take longer than that to produce. Requestors who request records but there are no responsive documents that exist should get a response stating such within three business days.

Unless the requested records are exempt from production requirements of the OCGA 50-18-70 et seq., Dodge County will permit inspection or copying of the requested records.

All county public records should be sought from the appropriate custodian. Unless noted below, the Clerk of the Board of Commissioners is designated as the open records designee for Dodge County. Pursuant to OCGA 50-18-71(b)(2), if any county office utilizes email or facsimile transmission in their regular course of business they shall accept open record requests through these means.

The Georgia Open Records Act does not require the creation of records, reports, summaries, or compilations not already in existence at the time of the request.

If the estimated cost to respond a request exceeds \$25, the requestor will be notified of the estimated amount within three business days of receiving the request, but Dodge County will not be required to begin retrieving documents until the requestor agrees to pay the estimated cost. If the estimated cost is over \$500, Dodge County will not begin retrieving documents until the requestor pays the estimated costs. The maximum charge is 10 cents per page for copies of letter/legal size documents and actual cost for copies of other- sized documents. The labor rate for search, retrieval, redaction, and production will be the hourly rate of the lowest-paid

employee who is qualified to fulfill the request. There will be no charge for the first 15 minutes an employee works on a request.

To submit an Open Records Request, please contact the appropriate department listed below:

General Request -
Dodge County Clerk
478-374-4361
PO Box 818
Eastman, GA 31023
kim.parkerson@dodgecounty-ga.com

Sheriff's Office -
Dodge County Sheriff
478-559-1130
85 Industrial Blvd
Eastman, GA 31023
tgraham@dodgecosheriff.com

Elections -
Dodge County Probate Court
478-374-3775
PO Box 514
Eastman, GA 31023

Elections -
Dodge County Registrar
478-374-8123
5016 Courthouse Circle, Ste B
Eastman, GA 31023