OPEN RECORDS PROCEDURE
FOR COUNTY EXTENSION OPERATIONS

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

The Associate Dean for Extension 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 for Extension 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 for Extension Office within three days,

2. Within three days provide the Associate Dean for Extension Office a date the information will be available, or

3. Forward a statement to the Associate Dean for Extension Office within three days that the information is not available.

When the information is compiled, the information will be forwarded to the Open Records Manager in Public Affairs.

For more information go to:
http://news.uga.edu/open_records/

http://publicaffairs.uga.edu/index.php/site/policy/open-records-operational-policies-and-procedures

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