

STATE OF GEORGIA

CITY OF HIRAM

RESOLUTION NO. 2023-05

A RESOLUTION FOR THE PURPOSE OF AMENDING PREVIOUSLY ADOPTED RESOLUTION REGARDING DESIGNATING OPEN RECORDS OFFICERS AND ASSISTANT OPEN RECORDS OFFICER(S); TO COMPLY WITH O.C.G.A. § 50-18-70, ET SEQ., “THE GEORGIA OPEN RECORDS LAW”; FOR DEFINING THE PURPOSE; TO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, O.C.G.A. § 50-18-71 allows the City to appoint one or more open records officers to receive open records requests, provided that such designations are done in writing, accompanied by notice to the legal organ for Paulding County, and displayed prominently on the City’s website; and

WHEREAS, the City has determined that the designation of open records officers will bring more organization to the receipt of, processing, and responding to open records requests and lead to a more efficient and expedient process; and

WHEREAS, on August 2, 2016, the City adopted Resolution 2016-06 designating open records officers and assistant open records officers; and

WHEREAS, Resolution 2016-06 is in effect until amended by a new Resolution; and

WHEREAS, the City has determined that a change in designations is necessary.

BE IT RESOLVED by the Mayor and City Council of the City of Hiram, Georgia as follows:

SECTION 1. That Sally Butterworth, Chief Court Clerk of the City of Hiram, is designated the Open Records Officer to receive all open records requests for records of the Municipal Court; that Jennifer Prater, GCIC/Open Records Technician of the City of Hiram, is designated the Assistant Open Records Officer for records of the Municipal Court; that Jennifer Prater is designated the Open Records Officer to receive all open records requests for records of the Police Department; that Sally Butterworth is designated the Assistant Open Records Officer for records of the Police Department; that Melissa Chosewood, City Clerk of the City of Hiram, is designated the Open Records Officer to receive all other open records requests; that Kathie Stancil, HR/Personnel Administrator of the City of Hiram, is designated Assistant Open Records Officer for all other records; and

SECTION 2. That these appointments are effective immediately and shall remain in effect until amended by a new Resolution; and

SECTION 3. That those designated as Open Records Officers and Assistant Open Records Officers shall participate in and complete training in the law and procedures for public records compliance; and

SECTION 4. That notice of the designations of Sally Butterworth, Jennifer Prater and Melissa Chosewood shall be provided forthwith to the legal organ of Paulding County and notice of the designations shall likewise be added to and prominently displayed on the City's website; and

SECTION 5. That the City of Hiram Open Records policy and procedure shall ensure transparency in making public records available to the public for inspection and copying, thereby instilling greater public trust in our government.

SECTION 6. This Resolution shall become effective upon its adoption.

SO ADOPTED this 6th day of June, 2023.



Mayor Frank Moran



Mayor Pro Tem Teresa Philyaw, Post 1



Councilperson Kathy Bookout, Post 2




Councilperson Melissa R. Bayardelle, Post 3



Councilperson Derrick Battle, Post 4



Councilperson Doris Devey, Post 5

Attest: 

Melissa Chosewood, City Clerk

