



NATURAL RESOURCES COMMISSION
WORK SESSION
NOVEMBER 28, 2023

ALPHARETTA CITY HALL
FIRST FLOOR COMMUNITY ROOM
2 PARK PLAZA
6:30 PM

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **WORK SESSION ANNOUNCEMENTS**

At the adjournment of this Work Session, the Natural Resources Commission will convene and conduct its monthly public meeting in City Council Chambers.

4. **WORK SESSION ITEMS**

a. **Open Records Act Training & Presentation**

Brief training and presentation by the Office of the City Clerk on the latest requirements pertaining to open records.

b. **Staff Reports**

i. *Arborist Report*

ii. *Environmental Programs*

c. **Committee Reports**

i. *Clean Waterways*

ii. *Recycling and Sustainability*

iii. *Wildlife and Alpharetta's Wild Side*

iv. *Tree Canopy and Preservation*

5. **ADJOURNMENT**



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Lauren Shapiro

Meeting Date: November 28, 2023

AGENDA ITEM:

Open Records Act Training & Presentation

Brief training and presentation by the Office of the City Clerk on the latest requirements pertaining to open records.

STAFF RECOMMENDATION:

This item is presented for the Recreation Commission discussion and information purposes only. No vote or formal action is requested at this time.

ITEM DESCRIPTION:

This is a brief presentation and training at the request of the Office of the City Clerk regarding the latest requirements of the State of Georgia's Open Records Act.

ATTACHMENTS:

1. Boards + Open Records

The background image shows a vibrant town square. In the center is a large, ornate fountain with multiple tiers of water spraying upwards. Several people are seen walking around the fountain and sitting on black metal benches. The square is flanked by multi-story brick buildings with white window frames and balconies. Some balconies have plants. In the foreground, there is a well-maintained green lawn. The sky is overcast.

OPEN RECORDS

Board and Commission Presentation



What is the Open Records Act?

See O.C.G.A. 50-18-70 through 50-18-78

- The Georgia State legislature declares that government should be open to the public
- Open Meetings and Open Records
- Records should be available to be inspected by the public without delay, with some exceptions

OCGA 50-18-70(2)

Legal definition of what is considered a “public record”

- A public record is almost anything prepared or received or maintained during the operation of the government
 - Documents
 - Maps
 - Photos
 - Texts
 - Emails ... and more!



Open Records Requests

- In 2022, the City received over 6,200 open records requests.
- Requestors ask for all types of information:
 - Emails, notes, meeting invitations, text messages
 - Applications, plans, minutes
 - Car accident reports and fire inspections
 - Court records



Processing Requests

- Most often, individuals submit their request through the city's online open records portal, JustFOIA.
- Once submitted, each department prepares, reviews, and redacts the responsive documentation or provides a pre-retrieval estimate to the requestor.
- Any time that emails are requested, the City Clerk's Office conducts a search, reviews, and redacts for any privileged information.
- All documents may may be redacted under OCGA 50-18-72.



OCCGA 50-18-72

- Allows the City to redact or withhold certain documents or information within documents that are requested by the public (over 50 exceptions)
- Such as:
 - Personal cell phone number or personal email
 - Medical records
 - Attorney Client Privilege and Work Product
 - Trade secrets, real estate appraisals, economic development projects... just to name a few.



01

Issuing City Email

- Today, our IT team will issue you two things:
 - DUO Authentication
 - Microsoft Outlook Email Account
- Why?
 - Open Records
 - Cybersecurity

02

Future Emails

- Moving forward, city staff will ONLY email your city issued email account.
- Only use your city email for city business
- If you ever have an issue with your email account, please submit a help desk ticket at the site below:
<https://helpdesk.alpharetta.ga.us/hc/en-us/requests/new>

03

Compliance + Training

- Every 90 days you will be required to change your password.
- Once a month, you will also receive an email about a cybersecurity training video to complete

Personal Email account



- Completing city business on a personal account does not circumvent the Open Records Act.

Best Practice: Do not use personal accounts, for city business.

City Email account



- Any activity on a city account may be provided as a response to an ORR
- Records may be redacted, but there is not a broad exclusion

Best Practice: Use city account, for city business ONLY!

Questions?

678-297-6003

City of Alpharetta

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