



DEPARTMENT OF JUVENILE JUSTICE

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November 22, 2011

TRANSMITTAL #11-11

TO: DJJ Staff

FROM: L. Gale Buckner
Commissioner

RE: DJJ 5.3, Open Records Act

DJJ 5.3, Open Records Act, states the Department of Juvenile Justice shall make public records available to any citizen of Georgia for inspection in accordance with the Georgia Open Records Act. This policy replaces the existing DJJ 5.3, Open Records Act. This policy does not require local operating procedures. The following changes were made:

- Requests for public records may be made verbally, in writing, or via email and should identify the specific records requested and include the name, address and telephone number of the person making the request. Verbal requests for records will be reduced to writing and contain the name, address and telephone number of the person making the request. (See Section III.A.)
- Youth records are not public records and not subject to disclosure pursuant to the Georgia Open Records Act. Youth records will be disclosed in accordance with DJJ 5.2, Case Records, DJJ 5.4, Education Records, and DJJ 5.5, Health Records. (See Section III.B.)
- Media requests for information will not be construed as a request for public records unless records are identified in the request. Media requests for information will be forwarded to the Director of the Office of Communications and processed in accordance with DJJ 1.8, Public Information. (See Section III.C.)
- When a request for public record(s) is made, the employee receiving the request will immediately forward the request to the Office of Legal Services. (See Section III.C.)
- The requestor will be notified of an estimated cost of producing the records, if copies are requested, in accordance with Section K. below. (See Section III.C.)
- Upon request, records maintained electronically may be made available, where practicable, by electronic means, including internet access, subject to reasonable security restrictions preventing access to non-requested or non-responsive records. (See Section III.G.)

INSTRUCTIONS:

DJJ Policy Manual

Remove the following policies from the policy manual

- DJJ 5.3, Open Records Act

Place the following policies in the policy manual

- DJJ 5.3, Open Records Act

Make the proper notations