

CSRA RESA Open Records Request Procedure:

Under the Georgia Open Records Act (OCGA §50-18-70 to §50-18-77), all public records are available for inspection and copying unless they are specifically exempted from disclosure under the law. It is the intention of CSRA RESA to comply with the Georgia Open Records Act and all applicable laws of the State of Georgia.

All Open Records Requests to inspect or copy records must be made in writing to Mr. Leonard O. Fletcher Jr.

All employees of CSRA RESA should direct any person requesting records under the Open Records Act to the Open Records Custodian.

In responding to any person requesting records under the Open Records Act, reasonable charges authorized by the Open Records Act for the search, retrieval, redaction, and copying of the records responsive to the request may be requested. All charges for an Open Records Act request shall be paid by check or money order.

The agency will provide information relating to the request, as permissible and applicable by law, within three (3) business days after it has been received by the Open Records Custodian. If production of the information is not possible within that timeframe, the Open Records Custodian will issue correspondence with an explanation. If the Open Records Custodian withholds a public document from production under an Open Records Request, they will cite the provision of Georgia law that exempts the record from being produced.

Requests can be sent to the following:

Email:

lofletcher@fhflaw.com

Mail:

Mr. Leonard O. Fletcher Jr.
Fletcher, Harley & Fletcher, LLP
3529 Walton Way Extension
Augusta, Georgia 30909