

OPEN RECORDS REQUESTS

Purpose: The purpose of this policy and procedure is to outline the specific steps one needs to take when responding to an official Open Records Request.

Scope: This policy and procedure affects Rec Sports professional staff.

Policy

- I. OPEN RECORDS REQUEST
 - a. All Open Records Requests should be coming from the Office of Legal Affairs or from the Open Records Compliance representative in the Division of Marketing & Communications.
 - b. If the Office of Legal Affairs or the Division of Marketing & Communications are not listed in the initial Open Records Request, contact the Division of Marketing & Communications immediately at ugaopenrecordsrequest@uga.edu.
 - c. The Director of Recreational Sports should be notified immediately upon receipt of an Open Records Request.
 - d. Only the Director of Recreational Sports or their designee should be responding to Open Records Requests.

Procedure

- I. RETRIEVING WAIVERS/PARTICIPANT AGREEMENTS
 - a. Inquire with the business office along with the appropriate associate director if waivers and/or participant agreement are to be retrieved.
- II. ACCIDENT REPORTS
 - a. Depending on the accident and area involved, the Director of Recreational Sports will contact the appropriate Associate Director and/or Assistant Director to retrieve the appropriate accident/injury reports.