

Finance and
Executive Committee

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Kristen Denius

Chief Transparency
Officer

Open Records Act Compliance Update

Updates

Citywide online self-paced training module – FY24 final numbers

Citywide GORA compliance

Transparency web page enhancements

Chief Transparency Officer contact information

Citywide Online Self-Paced Training Module

- ✓ Coordinated with the Organizational Development group within HR to create a self-paced training Georgia Open Records Act Compliance learning module for City employees and elected officials. The training module went live on ATLcloud Learn in the first quarter of 2024.
- ✓ The deadline for completion of the self-paced training program was April 30th.
- ✓ The inaugural self-paced training was assigned to 6,740 individual learners. The training was completed by 6,737 individual learners, for a completion rate of 99.99%!
- ✓ This self-paced online learning module satisfies the requirement of Atlanta City Code Sec. 3-16(8) which requires annual training on compliance with the Georgia Open Records Act.

Citywide GORA Compliance

Each department has a designated open records officer to whom all requests must be directed for the request to be properly received. A searchable list of designated records officers and their contact information is available online at <https://web.atlantaga.gov/orr/#/> .

The Chief Transparency Officer provides assistance to requesters in navigating the City's GORA compliance process. This assistance includes, but is not limited to: answering questions about the compliance process, directing requesters to proper records custodians, informally mediating disputes or misunderstandings, and investigating formal complaints of statutory non-compliance.

Informal requests for assistance are received and resolved on a daily basis. In the last 12 months, the Chief Transparency Officer has investigated four formal complaints, three of which were submitted by the same individual.

Ongoing project with AIM to identify and leverage existing technology to enhance the Transparency web page, including:

- Simplified portal for receiving and responding to records requests from the public
- Ability to pay for records electronically
- Enhanced ability to track the status of records requests

Project status:

- Mapping of current state compliance process is completed
- Next step: Identification of existing technology assets for process improvements and enhancements

Transparency Web Page Enhancements



EXECUTIVE OFFICES

OFFICE OF TRANSPARENCY

Chief Transparency Officer | Kristen Denius



The City of Atlanta recognizes that compliance with the requirements of the Georgia Open Records Act is a vital and essential component of creating and maintaining public trust and enhancing the City's effectiveness.

As part of an effort to implement best in class policies, procedures, and protocols for transparency and compliance with the Georgia Open Records Act, the City has created the position of Transparency Officer. The Transparency Officer is appointed by the Mayor and confirmed by the City Council.

The duties and responsibilities of the Transparency Officer include oversight of the enforcement of City-wide compliance with the requirements of the Georgia Open Records Act, promulgation of Open Records compliance policies and procedures, investigations into allegations of non-compliance, and the provision of training to all City employees and elected

officials.

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Chief Transparency Officer

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CITY OF ATLANTA, GA

Translate



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File a Complaint with Atlanta Citizen Review Board about an Atlanta Police or Corrections Officer

File a Complaint or Compliment about an Atlanta Police Officer

Report Waste, Fraud, Abuse or Corruption

File a discrimination complaint with the Human Relation Commission