

Department of Planning & Community Services Serving Unincorporated South Fulton County*

Public Records Requests

An informal request for public records from the Department is a shared responsibility by all staff with access to the electronic building permits files from December 2002 to the present, current zoning files kept in the Records Room of the Department, or development plans that have not yet been archived or transferred to the Water Services Department. If these records are not available after an initial search by staff, the request may be transferred for archive research by contacting Mike Charlson by E-fax: 404-893-6383 or E-mail: Michael.Charlson@fultoncountyga.gov. All efforts will be made to comply with these requests for Public Records in a timely and efficient manner.

Open Records Requests

Under the Georgia Open Record Act, anyone who would like to officially request records, which are held by the Department of Planning and Community Services, should notify Mike Charlson via E-fax: 404-893-6383 or E-mail: Michael.Charlson@fultoncountyga.gov

Open records requests must be submitted on a company or individual (or agent thereof) letterhead or on the attached "Open Records Request Form". These letters must be addressed to the Director, Fulton County Department of Planning and Community Services, 5440 Fulton Industrial Boulevard, Atlanta, Georgia 30336. The letter should provide specific information as to the location of the property, the approximate date of construction, and a description of the type of document sought. For questions call 404-612-9460.

Fulton County Policy and Procedures 600-10 (Georgia Open Records Act).

Statement of Policy: It shall be the policy of Fulton County that public records in Agency of Fulton County shall be subject to disclosure to the fullest extent permitted and required by the laws of the State of Georgia. It shall be the responsibility of every employee, officer, elected official and Agency of Fulton County to ensure compliance with the Georgia Open Records Act. As amended, O.C.G.A. § 50-18-70 et. seq.

Attachment: Open Records Request Form

NOTE: BUILDING CODE VIOLATIONS AND ZONING CODE VIOLATIONS AND ALL CODE ENFORCEMENT RELATED RECORDS REQUESTS SHOULD BE DIRECTED TO THE FULTON COUNTY POLICE DEPARTMENT ATTN: CAPTAIN SHELIA THOMAS SHEILA.THOMAS@FULTONCOUNTYGA.GOV 404-613-3005

***There are 14 cities in Fulton County. This office serves unincorporated South Fulton ONLY.**

FULTON COUNTY PLANNING & COMMUNITY SERVICES
For Unincorporated South Fulton County
OPEN RECORDS REQUEST FORM

Date of Request: _____

ATTN: **Michael Charlson or PCS Department Representative**

Documents Requested for inspection: (describe in detail as much as possible) and then PDF form to E-mail: Michael.charlson@fultoncountvga.gov or, E-Fax: 404-893-6383

(Use additional sheets and attach, if necessary)

Name of Requestor: _____

E-mail/E-fax: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Numbers: Work: _____ Home: _____

NOTICE: Under Georgia Law, an agency has three (3) business days to respond to this request. All fees are due and payable at the time of inspection or upon receipt of copies. For Questions call 404-612-9460.

I hereby agree to the payment of all charges provided by the law to the agency responding to this request. An estimate of charges is available upon request prior to final resolution.

Signature

Date

Received by:

County Employee

Date