

## Open Records Officers-Butts County Georgia

### Please Read Carefully Before Making an Open Records Request

Butts County is comprised of several different, unique agencies that answer to different elected heads. Depending on which information is sought, you will need to contact the Records Officer for that agency. Requests made to the inappropriate or wrong agency can result in delays receiving the information that is being requested. Below are the departments of Butts County and where records requests should be directed.

#### Board of Commissioners of Butts County (Responsible for Records under the following)

- Administration (Finance, Human Resources, Procurement, Commissioners, Code Enforcement)
- E-911 (Emergency Communications)
- Emergency Services (Fire, Ambulance, Emergency Management)
- Facilities Maintenance (Buildings and Grounds)
- Parks & Recreation
- Planning & Development (Zoning, Planning, Permitting, Inspections)
- Public Works (Roads, Streets, Transportation, Solid Waste)
- Senior Citizens Center

Contact: Michael Brewer at 770-775-8200 for requests related to any of the above departments

#### Coroner (Responsible for all records of that agency)

- Coroner's Office

Contact: Lacey Prue at 770-775-7657 (Part Time Office)

#### Courts (All court documents must be requested from the proper court)

- Magistrate (Contact Lauren Waits at 770-775-8220)
- Probate (Contact Courtney Drake at 770-775-8204)
- Clerk of Superior and Board of Equalization (Contact Morgan Ward at 770-775-8215)

#### Elections (All documents pertaining to Elections must be requested directly from them)

- Board of Elections and Registration, Voter Registration and Election Information

Contact: Brook Schreiner at 770-775-8202 for requests related to any of the above election matters

#### Sheriff's Office (All records controlled by this agency)

- Animal Control, Civil and Warrants, Investigations, Jail & Inmate, Patrol & Enforcement

Contact: Amber Estrada at 770-775-8216 for requests related to any of the above areas

#### Tax Information

- Board of Assessors (Contact the Chief Appraiser, Jerry Johnson at 770-775-8207)
- Tax Commissioner's Office (Contact the Tax Commissioner, Nancy Washington, at 770-775-8206)

We cannot take requests for or process open records request for any State agency, including DFACS, Georgia DOT and the Butts County Health Department (under Georgia DHR).