

Georgia Open Records/ Meetings Guide

2012

This guide was prepared by Valdosta State University students from the Law and Journalism course in fall 2011 and is intended to give GCPA members a quick guide to Georgia open records/meeting law that can be customized for individual colleges and universities. It is not a substitute for legal advice, however.

i) Basics

(1) The intention of the law

- (a) Knowing open meetings and open records laws, and really just knowing your rights in general, can make the difference between getting that great story and being illegally sent away from somewhere you have every right to be. One of journalists' most important duties is to protect free speech, and any effort by an agency to bar a journalist from monitoring its actions infringes on this basic right. As journalists, we must stand up, be aware and arm ourselves. Our weapons are logic and the law. Wield them wisely.

(2) The letter of the law

(a) What meetings are open?

- (i) Almost all Georgia government meetings are open. The Open Meetings Act “applies to nearly every group that performs any function of a government entity” ([A Citizen’s Guide to Open Government](#)). If a meeting is closed it must be voted closed during an open meeting with a record of why and how everyone present voted.

Meetings of the following entities are covered under this law:

1. City councils;
2. County commissions;
3. Regional development authorities;
4. Library boards;
5. School boards;

6. Commissions or authorities, such as hospital authorities, established by state or local governments;
7. Planning commissions;
8. Zoning boards;
9. Most committees of the University System of Georgia (such as those involving grievances, disciplinary matters, athletic matters and other student-related matters not specifically related to education); and
10. Non-profit corporations operating public hospitals, as long as they receive government funding

(b) What actions are open?

- (i) Most meetings dealing with entities of law are open to the public. Any policy-deciding meeting is open: “public officials may not exclude the public from fact-finding and purely deliberative sessions simply because no final action is taken or anticipated. Even meetings conducted by written, telephonic, electronic, wireless or other virtual means must be open.” ([A Citizen’s Guide to Open Government](#))

(c) How Should Government Provide Access?

- (i) The committee, board, council, etc. needs to give the public twenty-four hour notice before a standing or emergency meeting is held in any meeting place, and that notice should contain all accurate information pertaining to the meeting: “agencies provide notice to the public in advance of all meetings, even emergency meetings. That means agencies must make information available to the general public by posting a notice containing

the information in a conspicuous location at the agency's regular meeting place. The notice must do more than simply meet the technical requirements of the Law. It must be sufficient to reasonably apprise a concerned party of an upcoming meeting and must not be misleading." ([A Citizen's Guide to Open Government](#)) The public is allowed to attend these meeting and can make video and audio recordings.

(d) Penalties for Non-Compliance

- (i) "Anyone who "knowingly and willfully" conducts or participates in a meeting without complying with every part of the law is guilty of a misdemeanor punishable by a fine not in excess of \$500. Additionally, public officials who participate in closed meetings in violation of the law can be subject to recall" A meeting cannot be closed unless voted on before the meeting. Anything that occurs before the actual meeting is open to the public.

ii) How to Submit a Request

(1) How do I submit the Request?

- (a) Requests may be submitted in writing or verbally to the agency that holds the records you seek. An example of a written request is included later in this report. While submitting a written letter is not necessary, it may provide for better evidence if legal issues arise, and it gives the agency to which the report is submitted a better idea of what exactly you need and when you need it.

(2) Whom do I submit my request to?

(a) “An Open Records Request should be made directly to the custodian of the records that are sought.”

(i) That is, go straight to the source. If you need a report from a university’s Registrar’s office, don’t ask for it from the President.

(3) Why would I need to submit an Open Records Request?

(a) Public records are just that—public. Sometimes agencies don’t want to give up records they keep for various reasons (scandal, controversy, hiding illegal/unethical activity, etc.) or for no reason at all. This is not okay. The public is entitled to this information, but sometimes it takes a formal request to get it.

(i) “Under the Georgia Open Records Act, all public records are available for inspection and copying unless they are specifically exempted from disclosure under the law.”

1. [Source](#)

(4) So, what if I make a request and they still don’t give me the information I asked for?

(a) According to Georgia law, agencies have three business days to respond to an open records request. If your request is refused, make sure that the agency gives you a reason why the record you are requesting is exempt and that the reason is valid.

(5) “If a government agency or custodian of public records withholds a public document from production under an Open Records Request, they must cite to the provision of Georgia law that exempts the record from being produced.”

- (a) [Source](#)

iii) Further Reference Bibliography

- (a) [Georgia College Press Association \(GCPA\)](#)

- (i) Provides networking opportunities and various resources for college journalists. Resources include information on Georgia Sunshine Laws and other state laws.

- (b) [Georgia First Amendment Foundation](#)

- (i) Advocates for transparency in government; provides educational resources to journalists, law makers, and the general public about open government (including open records and open meetings) and Freedom of Information.

- (c) [Georgia Press Association](#)

- (i) Like GCPA, but for professional journalists. Resources are the same as GCPA.

- (d) [Investigative Reporters and Editors \(IRE\)](#)

- (i) This site has many resources related to investigative reporting and researchers to assist in information location, but its collection of stories, tips and other resources are only available to members. Journalists, students and teachers can register as IRE members on the site with memberships starting at \$25 per year.

- (e) [Open Georgia](#)

- (i) An annually updated website combining information from various agencies pertaining to transparency in Georgia government. Resources

found here include salaries and travel reimbursements, financial reports and other expenditure information as well as various other reports.

(f) [Poynter](#)

- (i) Provides educational resources to encourage better journalism, including seminars at the Poynter Institute's main campus as well as webinars and online courses through PoynterNewsU.

(g) [PoynterNewsU](#)

- (i) Extension of the Poynter Institute that offers webinars and free, self-directed online courses on topics ranging from newsgathering, law and improving election coverage to covering incidents of sexual abuse and improving design skills.

(h) [Reporters Committee for Freedom of the Press](#)

- (i) Protects journalists' Freedom of Information and First Amendment Rights by offering free legal advice and providing resources including a legal defense hotline, training sessions, seminars, and various publications.

(i) [Society of Professional Journalists](#)

- (i) Provides resources for traditional journalists as well as students, freelancers and international journalists who cover a variety of topics from ethics and Freedom of Information to internships and a "toolbox" full of tips of the trade.

(j) [Student Press Law Center](#)

- (i) Provides podcasts, advice on Freedom of Information requests, a place to report censorship, legal guides, FAQs and other resources tailored specifically for student journalists.

iv) Sample Letter (from gapress.org)

- (a) Sample State Open Records Letter:

Agency
Address

Dear:

This letter is a formal request made, individually and on behalf of <your newspapers name> of <your newspaper's home city>, under the Georgia Open Records Act (O.C.G.A. 50-18-70) to obtain access to and permission to copy certain records in your offices.

Specifically, we are requesting <describe the records you are seeking.>We believe this information is of public interest and would ask that you waive all fees. *(When seeking records, you might start by asking for a fee waiver, and let the agency respond. Or if you don't expect fees to be waived but also don't want to be surprised by the cost, you can take the following approach).*

We are prepared to pay reasonable search and retrieval fees if necessary. Should your estimate of those fees exceed \$<XX>*(whatever you would expect to reasonably pay)*, please advise us of the costs before they are incurred.

If our request is denied in whole or in part, we ask that you justify all deletions by reference to specific exemptions of the Georgia Open Records Act. See O.C.G.A.Â§ 50-18-72(h). I will also expect you to release all agreeable portions of otherwise exempt material. Please feel free to call me if you have any questions about this request.

We look forward to hearing from you within three days in accordance with the Act.

Sincerely,

<Your name>

<Your job>

<Name of your newspaper>

v) Special Appendix

- (1) Reports on standing meetings/members for VSU agencies

(a) The following tables are based on departments at Valdosta State University.

They are templates to be modified based on organizations and departments present at your own institution and updated with information relevant to your own purposes.

(i) Each department is listed in the tables as a topic, followed by contacts within that department. Most of these departments have regular meeting and must file reports periodically; these meetings and reports are listed also.

1. Quick links. Clicking “below” will take you to the relevant chart.

- a. Academic Affairs (Student evaluations, graduation rates, enrollment, admissions) [below](#)
- b. Accrediting Agencies [below](#)
- c. Athletics (including NCAA) [below](#)
- d. Budgets/Audits [below](#)
- e. Business Services [below](#)
- f. Campus Courts/Judicial Processes for Students [below](#)
- g. Campus Crime and Police [below](#)
- h. Financial Aid/Scholarships [below](#)
- i. Governance (Student Government Association/Faculty Senate/Council on Staff Affairs) [below](#)
- j. Student Services (housing/food services/bookstore/health clinic/parking) [below](#)

(b) Academic Affairs (Student evaluations, graduation rates, enrollment, admissions)

Contacts					
#	name	phone	e-mail		
1	Andy Clark, Associate VP for Enrollment Management	229-245-6518	atclark@valdosta.edu		
2	Walter Peacock, Director of Admissions	229-333-5482			
3	Dr. Sharon Gravett, Assistant VP for Academic Affairs	229-333-5950	sgravett@valdosta.edu		
4	Cassandra Ward, Senior Administrative Secretary	299-333-5950	cward@valdosta.edu		
Standing meetings:					
#	name	date	topic		
1	Graduation Rate: Senate Meeting	Once a month	Student success & Academic Standing		
2	Admissions: Admissions Committee	Beginning of each semester or on request	Student appeals		
3	Enrollment: Chair of Admissions Committee	Beginning of each semester or on request	Readmissions for students who have been kicked out due to grades or financial aid		
4	Student Evaluations: Faculty Senate	Every third Thursday	Approve student evaluation documents, and discuss educational policies.		
Reports					
#	name	date	topic	created for or required by	link to report
1	Task for Retention	December	Retention Progressive Graduation Reports	GA Board of Regents	
2	Statistics of Institution Effectiveness & Student Learning	Once a year	Improvements for Institution Effectiveness & Student Learning	SACS (Southern Association of Colleges & Schools)	http://www.valdosta.edu/uac/documents/SACSPinciplesofInstitutionalEffectiveness

					veness.pdf
3	Annual Assessment of Student Learning	Once a year	Assessment of Student Learning	VSU	
4	Documentation for Commission on SACS questions	On a rotation	Answering questions SAC sends about accurate admissions material	SACS	
5	Admissions information	Once a semester or as needed	Semester admissions information	RACRA (Regents' Administrative Committee on Records and Admissions)	
6	Application Count Reports	Beginning of each semester	Application Counts	VSU	http://www.valdosta.edu/registrar/documents/FAL10SemesterEnrollmentAnalysis.pdf
7	Questionnaires	Every 10 Years	Answer Questions	SACS	
8	Available Evaluations			VSU	
9	Process of Evaluation			Board of Regents	

(c) Accrediting Agencies

Contacts			
#	name	phone	e-mail
1	Dr. Jane M. Kinney (Ex officio)	229-249-4953	jkinney@valdosta.edu , sacs@valdosta.edu

(d) Athletics (including NCAA)

Contacts			
#	name	phone	e-mail

1	Shawn Reed (Sports Information Director)	333-5903	msreed@valdosta.edu		
2	Herb Reinhard (Director of Athletics)	333-5462	hreinhard@valdosta.edu		
3	Ric Sister (Director of Marketing and Promotions)	245-6402			
4	Whit Chappell (Director of Athletic Development)	249-2631	wchappel@valdosta.edu		
Standing meetings:					
#	name	date	topic		
1	Boosters Staff Meeting	Every Tuesday	Discuss funds and finances with boosters		
2	Staff and Foundation Members Meeting	Every other Monday	Discuss funds being raised and potential donors		
3	Athletic Staff Meeting	Every other Monday	Accounting and Alumni Relations Getting the Alumni involved in the hopes of raising funds.		
Reports					
#	name	date	topic	created for or required by	link to report
1	Action Reports	Varies	Give an account of what donors have been met with, the amount of time and money spent on them, and the progress of that donor's participation.	Director of Athletic Development	
2	Equity and Athletics Discloser Act (EADA) (Public Annual Reports)	Yearly	Varsity Programs for men and women sports	By Federal Law/NCAA	www.splc.org/noyoursrights/legalresearch.asp?id=106
3	Federally Mandated	Yearly	listing Budget Reports and Information Athletic Staff	By Federal Law/NCAA	www.splc.org/noyoursrights/legalresearch

	Program Participation Agreement		Salaries, Revenue from Sporting Events and Total Program Expenditures		rch.asp?id=106
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(e) Budgets/Audits

Contacts					
#	name	phone	e-mail		
1	Sue Mitchell / <i>Vice President of Finance & Administration</i>	333-5710	semitchell@valdosta.edu		
2	Yvonne B. Leroy-Landers / <i>Assistant to the VP of Finance & Administration</i>	333-5710	ybleroylanders@valdosta.edu		
3	Jeanne Severns / <i>Director of Internal Auditing</i>	245-2491	jrseverns@valdosta.edu		
4	Traycee Martin / <i>Director of Financial Services</i>	333-5708	tmartin@valdosta.edu		
5	Honey Coppage / <i>Assistant to the Vice President for Academic Affairs</i>	333-5950	hhatcher@valdosta.edu		
6	Jan Fackler / <i>Director of Budget Services</i>	333-5715	jfackler@valdosta.edu		
7	Jenny White / <i>Budget Analyst</i>	333-5704	jewhite@valdosta.edu		
Standing meetings:					
#	name	date	topic		
1	Planning and Budget Council Meetings	Once a month (Next meeting is Nov. 18)	The allocation of financial resources on campus. The development of the yearly Budget Plan that is submitted to the President for recommendation at the end of the fiscal year.		
Reports					
#	name	date	topic	created for or required by	link to report
1	Fiscal Year Budget Summary	07/01/11	The allocation of financial resources throughout the	The current President of the campus	http://www.valdosta.edu/finadmin/financial/documents/VSU_FISCAL2012OR

			campus.		IGINALBUDGETSU MMARY 000.pdf
2	VSU Audit Reports	Subjective	Pertains to the specific issues brought to the attention of the office of Internal Audits at VSU	The administration of the campus and the dept. heads who are affected by the situation being audited	Not published online / Kept on record with the office of legal affairs
3	USG Financial Audit Reports		Use of financial funds throughout the administrations systems on USG campuses	The University System of Georgia's office of Internal Office and Compliance	http://www.usg.edu/audit/publication s/ (Only a brief of the reports is published online)
4	Budget Progress Report		"A summarized report of a department's Budget, Expenditures, Encumbrances and Remaining Free Balance at a given point in time"	The Office of Financial Services	These reports can only be accessed online by specific persons. The reports are kept on file in the library are the end of each fiscal year.
5	General Ledger Account History Report		"A detailed report of individual expenditure and encumbrance transactions posted to a particular departmental budget for a specified time period"	The Office of Financial Services	(Same as previous)

(f) Business Services

Contacts			
#	name	phone	e-mail
1	Bill Filtz – Director	229-333-5701	bfiltz@valdosta.edu
2	Catherine Story – Buyer	229-333-7437	cfstory@valdosta.edu
3	Beverly Amiot – Card Manager	229-333-4393	bkamiot@valdosta.edu
4	Drew Burgering – Printing	229-214-1384	dwburgering@valdosta.edu

	Services				
Standing meetings:					
#	name	date	topic		
1	Small Business "Public Town Hall Style" Meeting	No Official Date	Information provided to help small businesses		
2	One on One meetings with Managers and directors in each Department	As Needed	Each department's manager meet with director as needed		
3	VP Finance Administrator Meeting	Weekly/Bi-Weekly	All Directors attend one meeting with Sue Mitchell (Head)		
Reports					
#	name	date	topic	created for or required by	link to report
1	Financial Report	Yearly	Purchasing - formal record of the financial activities of a business, person, or other entity	Financial Services	Database www.doas.ga.gov
2	Capital Inventory	Yearly	Each department is responsible for keeping up with inventory and reporting it	Depends on Dept	Database www.doas.ga.gov
3	Bid Report	As Needed	Each department is responsible for filling out bid reports and sending them to be put on the database.	Depends on Dept	Bid Registry Actual Bid available By Request

(g) Campus Courts/Judicial Processes for Students

Contacts			
#	name	phone	e-mail
1	Richard Lee, Assistant Dean for Student Conduct	229-333-5941	richelee@valdosta.edu
2	Russell Forrest Mast, Vice President for Student Affairs and Dean of Students	229-333-5941	mast@valdosta.edu
3	Graham Davis, SGA President	229-333-5683	gwdavis@valdosta.edu
4	Derika Powers, SGA Vice	229-3335683	mdpowers@valdosta.edu

	President				
Standing meetings:					
#	name	date		topic	
1	The Student Government Association Judicial Council Conduct Case Hearings	Upon Request		Disciplinary Actions	
2	Valdosta State University Discipline Committee	Upon Request		Disciplinary Action	
3	Student Government Association Meetings	Weekly			
4	Division of Student Affairs departmental Staff Meetings	Bi-weekly			
5	SGA Judicial Council Hearing or Training	Every Friday at 2 PM			
6	Drive-in workshop sponsored by the Board of Regents Advisory Committee for Student Conduct officers	Semi-annual		Current trends or policy changes	
7	Association for Student Conduct Administration	Annual			
Reports					
#	name	date	topic	created for or required by	link to report
1	SGA Meeting Minutes	Weekly	Student related		www.valdosta.edu/studentaffairs/sga/Documentation.shtml
2	CLEARY Report	Annually	Number of sexual assaults, drug, and alcohol related cases that occur on and off campus that the campus police and Conduct Office deal with each year	Required by the Federal government and the Department of Education/FBI	
3	Internally Generated Custom Conduct Reports	Upon Request	Student conduct information	As requested basis by either Richard Lee's direct reports, Vice President Mast, or others	

4	IPEDS	Fall, Winter, and Spring each year	Data on enrollments, programs completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid	U.S. Department's National Center for Education Statistics	http://nces.ed.gov/globallocator/info_popup.asp?ID=141264
5	Annual Reports	Annually		Consortium on negotiation and Conflict Resolution	

(h) Campus Crime and Police

Contacts			
#	name	phone	e-mail
1	Interim President Dr. Louis Levy	229-333-5952	llevy@valdosta.edu
2	Vice President for Finance and Administration Sue Mitchell	229-333-5710	semitchell@valdosta.edu
3	Chief Doner	229-333-7816	sdoner@valdosta.edu
4	Major Ann Farmer	229-333-7816	afarmer@valdosta.edu
5	Lt. Cindy Cobb (Investigations and Communications)	229-219-3199 (investigative services)	clcobb@valdosta.edu
6	Sgt. Matthew Mastas (Investigations and Crime Prevention)	229-333-7816	mrmeasta@valdosta.edu
7	Bill Postel (Records Custodian and Dispatcher)	229-333-7816	wkpostel@valdosta.edu
Standing meetings:			
#	name	date	topic
1	Staff Meeting	Need Based, no standing	

2	Departmental meetings	Twice Annually			
Reports					
#	name	date	topic	created for or required by	link to report
1	Incident Reports		When crime occurs (arrests, felony, miscellaneous incidents, accident reports on private and off private properties)		
2	Miscellaneous Incident Reports		"lesser events:" unsecured doors, lost property, violations of VSU rules or policies etc.; security notices; warning tickets		
3	Accident Reports		Vehicle accidents; on private and off private properties		
4	Property/Evidence Reports Ga.crime Information report Annual security report Media log Lost and found forms and computerized dispatches		Found property items Crime statistics Crime stats Incidents Front desk workers do these	FBI or Uniform Crime Report Department of Education	

(i) Financial Aid/Scholarships

Contacts			
#	name	phone	e-mail

1	Douglas Tanner (Director)	229-333-5935	dtanner@valdosta.edu		
2	Wanda Deweese (Hope Coordinator)	229-333-5935	wdeweese@valdosta.edu		
3	Michael Lee (Operations Manager)	229-333-5935	mhlee@valdosta.edu		
4	Sandra Griffin (Assistant Director/Loan Coordinator)	229-333-5935	sgriffin@valdosta.edu		
Standing meetings:					
#	name	date	topic		
1	Financial Aid Department Staff Meeting	Weekly	Department Business		
2	Presentation Meetings	Not Specific	HOPE Scholarships/ Requested Topics		
3	Division Of Student Affairs (Doug Tanner attends as a department head)	Bi-Monthly	Financial Aid topics covered		
4	Faculty Senate "Student Services Committee" (Doug Tanner attends as a member)	Not Specific	Financial Aid topics covered		
Reports					
#	name	date	topic	created for or required by	link to report
1	Valdosta State University Fact Book	yearly	Valdosta State University Financial Aid statistics	Valdosta State University	www.valdosta.edu/sra/documents/FactBook2010-11.pdf
2	U.S. News and World Report	yearly	Valdosta State University Financial Aid statistics	U.S. News and World Report	http://www.usnews.com/
3	Peterson's	yearly	Valdosta State University Financial Aid statistics	Peterson's (Comprehensive Guide to Colleges)	http://www.petersons.com/
4	Georgia Board of Regents	Yearly	Valdosta State University Financial Aid statistics	Georgia Board of Regents Financial Aid reporting system	http://www.usg.edu

	Department of Education	Yearly	Valdosta State University Financial Aid statistics	Department of Education Financial Aid Institutional	http://www.edu.gov This information is only accessible via secure login.
	SACS	Yearly	Valdosta State University Financial Aid Procedural and Compliance - information only	The Office of the President, Valdosta State University	http://sacscoc.org/2010%20December%20Actions%20and%20Disclosure%20Statements/10cract%20december.pdf The link to the action report where VSU's accreditation was renewed in December 2010.

(j) Governance (Student Government Association/Faculty Senate/Council on Staff Affairs)

Contacts			
#	name	phone	e-mail
1	Faculty Senate- Tracy Woodard-Meyers- Executive Secretary of Faculty Senate	(229) 293-6307	tmeyers@valdosta.edu
2	COSA- Yvonne Le Roy-Landers- Secretary of COSA	(229)333-571	cosa@valdosta.edu
3	COSA- Sue Bailey- Secretary of COSA/ Academic affairs	(229) 245-6484	subailey@valdosta.edu
4	Graham Davis- SGA president	(229) 854- 1776	gwdavis@valdosta.edu
Standing meetings:			
#	name	date	topic
1	Committee Reports/requests for Agenda (Faculty Senate)	8/18, 9/22, 10/2, 1/18	Report on Annual Agenda

2	Executive Committee Meeting (Faculty Senate)	9/1, 10/4, 11/3, 2/2, 3/8, 4/5, 5/3	Varies depending on topic
3	Faculty Senate Meeting-	9/15, 10/20, 11/17, 2/16, 3/22, 4/19, 5/12	Monthly meeting to discuss faculty matters
4	COSA standing Monthly meetings	9/20, 10/18, 11/15, 12/13, 1/24, 2/21, 3/20, 4/17, 5/15, 6/19	Officer reports, committee reports, university wide committees, and unfinished and upcoming business.
5	SGA meetings	Mondays @ 8 Powell Hall	Varies depending on agenda

Reports

#	name	date	topic	created for or required by	link to report
1	Faculty Senate Agendas and minutes	9/15/ 2011, 10/20/2011	Plans for the upcoming semesters	Faculty Senate	http://www.valdosta.edu/facsen/meeting/agenda/index.shtml http://www.valdosta.edu/facsen/meeting/minutes/index.shtml
2	Annual Reports	1998-2011	Reports and	Faculty Senate	http://www.valdosta.edu/facsen/meeting/reports/index.shtml
3	COSA Minutes	1992-2011	Topics discussed during meetings monthly	COSA	http://www.valdosta.edu/cosa/CosaMinutes1.shtml
4	SGA- budget	monthly	SGA'S budget	Required by comptroller	http://www.valdosta.edu/studentaffairs/sga/Documentation.shtml
5	SGA- minutes	Mondays	Approval of the previous week minutes and activities	Secretary	http://www.valdosta.edu/studentaffairs/sga/Documentation.shtml
6	SGA committee reports	Mondays	Activities/ events regarding committee	Heads of committees	

7	COSA Planning Goals	Mondays	Goals of COSA	COSA	http://www.valdosta.edu/cosa/COSAPanningGoals.shtml
8	COSA By-Laws	Mondays	Purpose of COSA and rules they abide by	COSA	http://www.valdosta.edu/cosa/COSADocuments.shtml
9	COSA Statutes	Mondays	Laws on voting and eligibility	COSA	http://www.valdosta.edu/cosa/COSADocuments.shtml

(k) Student Services (housing/food services/bookstore/health clinic/parking)

Contacts					
#	name	phone	e-mail		
1	Director of Housing Tom Hardy	229-33-5920	Twhardy.edu		
2	Director of Bookstore Bethanie B. Brogdon	229-333-5666	bbbas@valdosta.edu		
3	Director of Parking Jill Ferrell	229-293-7275	jferrell@valdosta.edu		
4	Director of Health Clinic Dr. Edwin L. Hiatt, MD	229-333-5886	ELHiatt@Valdosta State University		
Standing meetings:					
#	name	date	topic		
1	Student Activity Fee Budget Committee	November 15 th , 2011	Mandatory fees for fiscals year 2013		
2	The Auxiliary Service Budget Advisory	November 4 th . 2011	Auxiliary fees for FY 13		
3	Parking & Transportation Advisory Meetings		Topic Varies: ex. timed parking areas, overnight parking sections, handicap abuse, weekend parking, etc....		
Reports					
#	name	date	topic	created for or required by	link to report
1	Work Order Records	Every 5 years	Requests for housing	Housing Director	http://www.usg.edu/records_management/schedules/work_orders

			improvements		_records
2	Book Order Records	Annually	Record of books for courses taught in a department	Bookstore Director	http://www.usg.edu/records_management/schedules/book_order_records
3	Parking	Biannually	Number of citations issued	Parking and Transportation Director	www.usg.edu/records_management/schedules/parking_citations_records
4	Client Records	Every 3 Years	Types of service	The Department of Community Health	http://www.usg.edu/records_management/schedules/client_records