


BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
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MEMORANDUM

VIA EMAIL

TO: 

FROM: Daryl R. Griswold
Assistant Vice Chancellor for Legal Affairs

RE: State Business Transactions Disclosure Reports

Georgia law requires that all public officials and employees disclose all business transactions occurring during the previous calendar year which the public official or employee has transacted with the State of Georgia and any agency of the State of Georgia for himself or on behalf of any business, or any business in which such public official or employee or any member of his family has a substantial interest. The State Business Transactions Disclosure Reports for 2010 are due on January 31, 2011.

Note that the place for filing this report has changed. Prior to January 10, 2011, the report is to be filed with the Secretary of State, 1104 West Tower, 2 Martin Luther King, Jr. Drive SE, Atlanta, Georgia 30334. Beginning January 10, 2011, the report is to be filed with the Georgia Government Transparency and Campaign Finance Commission, 200 Piedmont Avenue, Suite 1402-West Tower, Atlanta, Georgia 30334.

The attached reporting form and instruction sheet should be distributed to the employees of your institution so that they may make the appropriate disclosures. The instruction sheet explains what type of business transactions must be reported. Employees should be informed that if they have no business transactions to report, then it is not necessary to complete and file the State Business Transactions Disclosure Report.

The State Business Transactions Disclosure reporting form and instruction sheet are also available online on the Legal Affairs website located at http://www.usg.edu/legal/docs/bus_transact.pdf.

I appreciate your assistance in ensuring that all University System employees are made aware of their responsibility to comply with this law. If you have any questions about this matter, please contact the Office of Legal Affairs.

Attachment