

Who handles this?

Eight questions for identifying responsibility and the supporting records

1	Where is it?	Baxley, Graham, Surrency, unincorporated or multiple areas?
2	What is the issue?	Name the service, decision, project or transaction.
3	Which entity has authority?	Identify the government, office, authority or other entity.
4	Who actually acted?	Identify the exact body, official, department or board.
5	What gives them authority?	Locate the governing law and applicable documents.
6	Who provides the service?	Identify the actual operator or service provider.
7	Who pays?	Trace the funding source and any transfers.
8	Who has the records?	Identify each relevant agency and records custodian.

Do not assume the answers point to the same entity. Verify each role.