

APPLING COUNTY SCHOOL SYSTEM
REQUEST TO INSPECT PUBLIC RECORDS

The Open Records Law declares that "All state, county, and municipal records, except those which by order of a court of this state or by law are prohibited or specifically exempted from being open to inspection by the general public, shall be open for a personal inspection by any citizen of this state at a reasonable time and place; and those in charge of such records shall not refuse this privilege to any citizen."

The individual in control of the records has a reasonable time to determine whether or not the records requested are subject to access under the law, but in no event shall this time exceed three business days.

Persons desiring inspection also have the right to take extracts or make copies therefrom, while the records are in the possession, custody or control of the lawful custodian, and the copying, etc., must be done under the supervision of the custodians who have the right to adopt and enforce reasonable rules governing the work. The work shall be done in the room where the records, documents, or instruments are kept by law. While the work is in progress, the custodian may charge the person making the photographs or reproductions of the records, documents, or instruments at a rate of compensation to be agreed upon by the person making the photographs and the custodian for his/her services or the services of a deputy in supervising the work.

The Appling County School System charges a copying fee of 25 cents per page.

In addition, a reasonable charge may be collected for search, retrieval, and other direct administrative costs for complying with a request under Georgia Code 50-18-71. The hourly charge shall not exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request; provided, however, that no charge shall be made for the first quarter hour.

Printed Name of Person requesting access to public records or documents

List below the specific public records or documents which are requested, and whether the request is for review (R) or for photocopies (C).

Signature of Person making request _____

(For Board of Education Office Use Only)

Date this request is received by the Appling County Board of Education: _____

Request reviewed by: _____ Date: _____

Request Approved () Denied () Some of the items are open records, others are closed ()

Date & Time records reviewed: _____

Name of person overseeing review or photocopying: _____

No. of pages copied _____ x .25 = _____

Search/Retrieval/Administrative Cost = _____

Total cost = _____*

* Payment received by: Cash () Check () Other () _____
Give receipt upon payment and file this form in the "Open Records Review" Notebook.