

**REQUEST FOR INSPECTION OF PUBLIC RECORDS**

To: Superintendent of Schools  
c/o Mandy Motes  
Records Custodian  
150 Williams Road  
Statesboro, GA 30458  
Office: (912) 212-8505  
Fax: (912) 212-8529  
[recordscustodian@bullochschools.org](mailto:recordscustodian@bullochschools.org)

Date Received: \_\_\_\_\_  
Time Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Date(s) of Communication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date and Time of Return: \_\_\_\_\_

I request the following records maintained by Bulloch County Board of Education be made available for my inspection and/or copying pursuant to provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 *et seq.* I understand that Bulloch County Board of Education may charge reasonable fees for personnel costs associated with retrieving the records, fax transmission costs, copying costs (.10 cents per page), postage costs, and/or costs for providing records on computer disks. I understand that I will be provided an estimate of these costs and that I will be given an opportunity to agree to pay these costs before the records will be retrieved and be made available to me.

A detailed description of requested records is as follows:

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I request these records be made available to me in the manner specified below (inspection only, photo copies, fax, email attachment, etc.):

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Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_