

BIBB COUNTY SCHOOL DISTRICT
Dr. Dan A. Sims, Superintendent

INFORMATION MEMORANDUM

TO: Bibb County Board of Education

FROM: Dr. Katika Lovett, Deputy Superintendent, and Canon B. Hill, Jones Cork, LLP

SUBJECT: Policy KL, Public Use of School Records **(First Reading)**

Summary

The District is presenting Policy KL, Public Use of School Records, for first reading.

Background

Policy KL, Public Use of School Records, provides that the District will comply with the Georgia Open Records Act. Additional information is now included in this policy that outlines the District's obligation to respond to a records request within three business days and that the District's response may include notification of when the requested documents will be available for review, release of responsive documents, or the estimated charge for complying with the request. Information regarding the costs allowed under the Georgia Open Records Act is also included along with a statement that the District will comply with state and federal record retention requirements.

Next Steps

The District will post revised Policy KL, Public Use of School Records, on Simbli to receive input from the Board members and stakeholders for 30 days. The policy will be brought to the next board meeting for second reading and final Board adoption and approval.

Superintendent's Comments and Approval:

Superintendent's comments	Approve/Disapprove
Dr. Dan A. Sims	Approved