

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 **(Second Reading)**

Summary

The District presented Policy KL, Public Use of School Records, for Second 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

It is recommended that the Bibb County Board of Education approve the revision of Policy KL, Public Use of School Records.

Superintendent's Comments and Approval:

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