

**BOARD POLICY**  
**Public Use of School Records**

**Descriptor Term: KL**  
**Date: XXXXXX XX, 2023**

---

The Bibb County Board of Education will comply with the Georgia Open Records Act O.C.G.A. § 50-18-70 et. seq. The Georgia Open Records Act allows the public the right to inspect records created by governmental agencies. Except as otherwise provided by law or court order, all records prepared and maintained or received by the Bibb County School District ("District") will be open to the public.

Open records requests must be in writing and sent directly to the District's Chief Communications Officer. A response will be provided within three business days and may include:

- Notification of when the requested documents would be available for review,
- Release of responsive documents, or
- Estimated charge for complying with the request.

The District is not required to create any document that does not exist in response to an Open Records Request.

If costs exceed \$25.00, no materials shall be gathered until after the requesting party agrees to the estimated charges unless the requesting party has stated in his or her request a willingness to pay an amount that exceeds the search and retrieval costs. If costs exceed \$500.00, payment may be required in advance.

Public records shall be retained and stored as required by state and federal laws, and applicable rules and regulations. Records must be maintained in accordance with the state-approved retention schedules.