BOARD POLICY **Descriptor Term: BE**
School Board Records **Date: XXXXXX XX, 2024**

The Bibb County Board of Education ("Board") directs and authorizes the Superintendent to designate an individual to receive Open Record Requests ~~"Open Records Officer" upon whom all requests~~ for the inspection and copying of the Board's public records ~~must be directed~~. ~~Such~~ This designation ~~shall~~ will be prominently displayed on the Bibb County School District ("District") website, ~~which shall~~and will also include the email~~,~~ and mailing address ~~and fax number where the "Open Records Officer" will~~of the individual that will receive public records requests. The legal organ for Bibb County ~~shall~~ will be notified of the initial designation as well as any changes to the name of contact information ~~for the "Open Records Officer."~~for the individual receiving Open Records Requests on behalf of the District.

The Superintendent or his or her designee is further authorized to promulgate any regulations, procedures, or guidelines necessary to implement this policy and ensure compliance with Georgia's Open Records Act and applicable records retention laws and regulations.

For additional information on the public records in the District, please see Policy KL, Public Use of School Records.