



Open Records Request Form

Pursuant to the open records law, I would like to (___) inspect and/or copy; or (___) obtain copies of (please check one) the following Barrow County Schools District records:

I understand that, pursuant to O.C.G.A 50-18-71, I may be charged administrative and copying fee for the cost to search, retrieve, review, redact, copy, and supervise access to the requested documents. The administrative fee represents the hourly rate of the lowest full-time employee with the necessary skill and training to respond to my request, with no charge for the first fifteen (15) minutes that it takes to respond to the request. The charge for copies is generally \$.10 per page unless otherwise provided by law. I agree to pay all copying and/or administrative costs incurred with fulfilling my open records request.

If there are any questions about my request, I may be contacted by phone at _____
or by email at _____

Requestor: _____ Date: _____

Requestor Address: _____

PLEASE MAIL OR EMAIL A COPY OF THIS REQUEST TO:

Barrow County School System
179 West Athens Street
Winder, GA 30680
Attn: Planning and Personnel Dept.