



GEORGIA OPEN RECORDS ACT PROCEDURE

1306 South Thornton Avenue, Dalton, Ga. 30720

According to the Georgia Open Records Act (OCGA §50-18-70 to §50-18-77), all public records are available for inspection and copying unless they are specifically exempted from disclosure under the law. If a government agency or custodian of public records withholds a public document from production under an Open Records Request, they will cite the provision of Georgia law that exempts the record from being produced.

All open records requests to inspect or copy records must be made in writing to the [Open Records Officer](#) (Communications Specialist Eric Beavers). More information and a link to an electronic records request form is provided on the Communications page of the school system's website. The school district will provide information relating to the request, as permissible and applicable by law, within three (3) business days after it has been received by the Open Records Officer. If production of the information is not possible within that timeframe, the Open Records Officer will issue correspondence with an explanation. Please note that Whitfield County School District charges reasonable fees for the production of records in accordance with the Georgia Open Records Act.

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