

**TERRELL COUNTY BOARD OF EDUCATION
School Board Records**

**Descriptive Code: BE
Issue Date: 3/8/2010
Rescinds Code:
Issued:**

All school system records, except those which by order of a court of this state or by law are prohibited or specifically exempted from being open to inspection by the general public, shall be open to personal inspection by any citizen of this state at a reasonable time and place. The term public records shall mean all documents, papers, letters, maps, books, tapes, photographs, or similar material prepared and maintained or received in the course of the operation of the school system.

- The Superintendent, as the official custodian of school records, shall have a reasonable amount of time to determine whether or not the record or records requested are subject to public access. In no event shall this time exceed three business days.
- Where fees for certified copies or other copies or records are specifically authorized or otherwise prescribed by law, such specific fee shall apply.
- Where no fee is otherwise provided by law, the Board will charge and collect a uniform copying fee of \$0.25 per page.
- In addition, a reasonable charge will be collected for search, retrieval, and other direct administrative costs for complying with a request. The hourly charge shall not exceed the salary of the lowest paid full time employee who, at the discretion of the Superintendent, has the necessary skill and training to perform the request and access to the records provided, however, that no charge shall be made for the first quarter hour.

The administration shall utilize the most economical means available for providing copies of public records.

The Open Records Act set specific guidelines for records that are not to be disclosed.

The person or agency making the request will be informed of the estimated costs of the copying, search, retrieval, and other administrative fees authorized by Code Section 50-18-70 as a condition of compliance with the provision of this article prior to the school system fulfilling the request as a condition of the assessment of any fee.