



REQUEST FOR INSPECTION OF PUBLIC RECORDS

To: Superintendent of Schools
c/o Amy Rogers

Date Received: _____

Time Received: _____

Records Custodian
613 West Main Street
Claxton, GA 30417
Office: (912) 739-3544
Fax: (912) 739-2492

Received By: _____

Date(s) of Communication: _____

Date and Time of Return: _____

recordscustodian@evanscountyschools.org

I request the following records maintained by Evans County Board of Education be made available for my inspection and/or copying pursuant to provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq. I understand that Evans County Board of Education may charge reasonable fees for personnel costs associated with retrieving the records, fax transmission costs, copying costs (.10 cents per page), postage costs, and/or costs for providing records on computer disks. I understand that I will be provided an estimate of these costs and retrieval times within 72 hours of my request and that I will be given an opportunity to agree to pay these costs before the records will be retrieved and be made available to me. A detailed description of requested records is as follows:

I request these records be made available to me in the manner specified below (inspection only, photo copies, fax, email attachment, etc.):

Signature: _____

Name: _____

Fax: _____

Email: _____

Date: _____

Address: _____

Telephone: _____

Office Use Only:

Date Records Received: _____

Receiving Party Initials: _____

Amount Received: _____