



Open Records Request

Pursuant to the open records law, I would like to

inspect and/or copy; or

obtain copies of

the following Clarke County School District records:

I understand that pursuant to O.C.G.A. 50-18-71, I may be charged an administrative and copying fee for the cost to search, retrieve, copy, and supervise access to the requested documents. This 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.

Requestor Information

Date: _____

Name: _____

Email: _____

Phone: _____

Please Email a Copy of this Request to:

Dr. Cyndee Perdue Moore / openrecords@clarke.k12.ga.us
Executive Director of Public Relations and Communications
Clarke County School District
706-546-7721, ext. 79402