

# **MERIWETHER COUNTY SCHOOLS OPEN RECORDS REQUEST FORM**

To submit a written Open Records request, complete this form and submit it via U.S. mail, e-mail, fax, or deliver in person. You will be notified of the details pertaining to your request and any costs associated with it. As per Georgia law, Meriwether County Schools is allowed three (3) business days to respond to your request. One request per form required.

Request Submitted By: \_\_\_\_\_ U.S. Mail \_\_\_\_\_ E-Mail \_\_\_\_\_ Fax \_\_\_\_\_ In-Person

*(Please Print Where Applicable)*

Today's Date: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Records Requested: Please provide as much specific detail as possible so that we can identify the information. Use additional sheets as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU WANT COPIES?

YES or NO

DO YOU WANT TO INSPECT THE RECORDS?

YES or NO

Inspection Start Time \_\_\_\_\_ Inspection End Time \_\_\_\_\_

DO YOU WANT CERTIFIED COPIES OF RECORDS?

YES or NO

A fee will be charged for search, retrieval, review, monitoring, preparation, copying and other direct administrative functions involved with the request, less the first fifteen minutes of employee time expended. After 15 minutes, this fee will include the hourly rate of the salary of the lowest paid full-time employee who possesses the necessary skill and training to perform the request. Additional fees may be charged for other relevant information (e.g. comprehensive plans, manuals, digital media devices and tapes) per the Georgia Open Records Act 2012. If cost exceeds \$25.00, we will notify the requester within (3) business days and inform the requester of the estimate of the cost.

***I understand and agree to all applicable fees associated with this request under and in compliance with the Georgia Open Records Act 2012.***

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Please submit this form to:

Meriwether County School System  
Dr. Marci Vining, Human Resources Director  
2100 Gaston Street  
PO Box 70  
Greenville, Georgia 30222  
Phone 706-441-0601 Fax 706-672-4895  
Email: [marci.vining@mcssga.org](mailto:marci.vining@mcssga.org)

*The Meriwether County School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.*