LANIER COUNTY BOARD OF EDUCATION
DESIGNATION OF OPEN RECORDS OFFICER AND CUSTODIAN OF RECORDS

Under O.C.G.A. § 50-18-71(b)(1)(B) and (b)(2), the Superintendent of Lanier County Schools, as chief executive officer of the Lanier County Board of Education, makes the following designation.

1. Designation. Jill Braddy, Administrative Assistant to the Superintendent, is designated as the open records officer and the custodian of records of the Lanier County Board of Education and Lanier County Schools.

2. Written Requests. The District requires that all written requests to inspect or copy public records of the District be made upon Ms. Braddy. Written requests may be delivered to Ms. Braddy by email, by fax, by mail, or by hand delivery during regular business hours, as follows:

Jill Braddy, Administrative Assistant to the Superintendent
Lanier County Schools
72 S. Valdosta Rd
Lakeland, Georgia 31635
Email: openrecords@lanier.k12.ga.us
Fax: (229) 482-3020
Telephone: (229) 482-3966

The period of three business days for responding to a written request does not begin to run until the request is made in writing upon Ms. Braddy.

3. Oral Requests. Oral requests to inspect or copy public records of the District should also be directed to Ms. Braddy.

4. Absence. When Ms. Braddy is absent or unavailable, Kelly Newsome, Assistant Superintendent of Federal Programs & HR will monitor and process requests delivered to Ms. Braddy, so that her absence does not delay the District's response.

5. Prior Designations. This designation supersedes any prior designation of an open records officer or custodian of records, including any designation of Kelly Newsome.

6. Notice. The District will provide notice of this designation, orally or in writing, to any person upon request. The District will notify The Lanier County Advocate, the legal organ of Lanier County, of this designation in writing and will prominently display this designation on the District's website.

7. Effective Date. This designation is effective on the date signed. The requirement in paragraph 2 applies to written requests received on or after the date the District has completed both the notice to the legal organ and the website posting described in paragraph 6.

Gene Culpepper
Superintendent

Date: 11/11/2026

Acknowledged:

Jill Braddy
Administrative Assistant to the Superintendent

Date: 11/11/26