

**Southwest Georgia STEM Charter School**  
**Policy B6: Georgia Open Records Act Practices Policy**  
**Adopted: August 31st, 2022**

The Open Records Act (O.C.G.A. § 50-18-70, et seq.) permits requests to be made either orally or in writing. Southwest Georgia STEM Charter School prefers for requests to be in writing for purposes of documentation and clarification.

1. All Open Records requests will be directed to the School Leader.
2. The School Leader will complete the request or direct the request to the appropriate employee with access to the requested records.
3. All record requests will be filled within ten (10) business days of receipt.