

Submitting an Open Records Request

Under the Georgia Open Records Act (O.C.G.A. §50-18-70 to §50-18-77), all public records are available for inspection and copying unless they are specifically exempted from disclosure under the law. If a government agency or custodian of public records withhold a public document from production under an Open Records Request, they must cite to the specific statutory provision of Georgia law that exempts the record from being produced.

All Open Record Requests to inspect or copy records must be made in writing to the Open Records Officer. The school district will provide information relating to the request, as permissible and applicable by law, within three (3) business days after it has been received by the Open Records Officer. If the production of the information is not possible within that timeframe, the Open Records Officer will issue correspondence with an explanation.

Submit all requests to:

Dr. Katherine Kelbaugh

Executive Director

The Museum School of Avondale Estates

923 Forrest Blvd Decatur, GA 30030

P: 404.289.0320

Email: Katherine.kelbaugh@themuseumschool.org