



## Administrative Guidelines

**Department:** Communications

**Policy:**

**Topic:** Open Meetings Act, Open Records Act

**Revised:** September 2019

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### PROCEDURE

#### Open Meetings Act

In accordance with O.C.G.A. § 50-14-1 et seq., all “meetings” of the School Council and School Governance Team (SGT) are subject to the Open Meetings Act. A "Meeting" means the gathering of a quorum of the school council or school governance team or any committee of its members created by the school council or school governance team at which any public matter, official business, or policy is to be discussed or presented or at which official action is to be taken or recommendations on any public matter, official business, or policy to be formulated, presented or discussed.

#### Open Records Act

Schools, and School Governance Teams are subject to O.C.G.A. § 50-18-70 et seq. (Open Records Act), relating to the inspection of public records, in the same manner as school councils.

School Councils, School Governance Teams and school personnel will report any Open Records request for documents and/or information to the Director of Communication and Information as soon as the request is received. The Director of Communication and Information is responsible for the release of all Open Records Act information. Schools, school councils, and school governance teams shall defer the release of Open Records Act information to the school district’s Director of Communication and Information.

#### ORA Reporting Procedure

Immediately notify the Director of Communication and Information by e-mail that a request for documents/information has been received.

1. Such notification shall include as a minimum:
  - a. The date and time the request was received.
  - b. The name of the individuals who received the request.
  - c. The name of the person or agency requesting the information.

2. FAX, e-mail or inter-office mail the original copy of the ORA request to the Director of Communication and Information the day it is received. Under no circumstances shall the request(s) be held until the next business day. The Open Records Act requires the school system to respond to the request within three (3) business days. Often, district-level school officials must review the request information with legal counsel.