MOVEMENT SCHOOLS

MOVEMENT SOUTH FULTON · TRANSPARENCY

Submit an Open Records Request

Under the Georgia Open Records Act (O.C.G.A. §§ 50-18-70 through 50-18-77), public records are available for inspection and copying unless state or federal law specifically exempts them from disclosure.

How to Submit a Request

1. **Put your request in writing.**
   Email your request to the Open Records Officer listed below. Describe the records you are seeking in as much detail as possible, and say whether you would like to inspect the records or receive copies.
2. **Receive a response within three business days.**
   The Open Records Officer will respond within three business days of receiving your request during normal business hours, as permitted and applicable by law.
3. **Receive your records or an estimate.**
   If the records exist but are not immediately available, the response will describe the records and give an estimated timeline and cost for their release.

Exempt Records

If Movement South Fulton withholds all or part of a record, the response will cite the specific provision of Georgia law that exempts the record from disclosure.

Fees

Movement South Fulton may charge reasonable fees for searching, retrieving, redacting and copying records, as permitted by the Georgia Open Records Act (O.C.G.A. § 50-18-71(c)).

> In accordance with O.C.G.A. § 50-18-71(b), Movement South Fulton has designated an Open Records Officer to receive all requests. Please send requests directly to the officer below so they can be processed promptly.

OPEN RECORDS OFFICER

Pam Alfieri

pam.alfieri@movementschool.com

Georgia Open Records Act, O.C.G.A. §§ 50-18-70 to 50-18-77.