

**WASHINGTON COUNTY BOARD OF EDUCATION
PROCEDURE FOR OPEN RECORDS REQUEST**

The Washington County Board of Education replies to all Open Records requests in compliance with OCGA § 50-18-71.

The Board designates the Superintendent as the custodian of public record. All written requests shall be submitted to the Superintendent. Written requests will be accepted via:

- In person delivery to 501 Industrial Drive Sandersville Georgia
- USPS Delivery to P.O. Box 716 Sandersville, GA 31082
- Fax at 478-552-3128
- Email at timothy.may@washington.k12.ga.us

Oral requests may be made in person through face-to-face contact with Superintendent Mr. Timothy W. May at 501 Industrial Drive Sandersville Georgia between the hours of 8:00 AM - 4:00 PM M-F. An appointment may be necessary and can be scheduled by calling 478-553-2041 and speaking with Ms. Tracy Poole.