

## **OPEN RECORDS**

In the [Georgia Open Records Act](#), a public document is defined to broadly include most visible, auditory, or electronic documents created by or received by employees of state agencies in the discharge of duties. The Act also creates broad rights for these records to be accessed by the public. Requests for any institutional records should be referred immediately to the Vice President for Fiscal Affairs. Requests for any student records should be referred immediately to the Vice President for Student Affairs and Enrollment Management. In all cases, the Act allows the employee and the agency a reasonable, specified period of time in which to respond. Faculty and staff are not required to release records "on the spot," regardless of the source of the request (e.g., individual, attorney, or a local, state, or federal government employee/agent).