



## Wiregrass Georgia Technical College Open Records Procedure

Wiregrass Georgia Technical College (WGTC) is a state of Georgia Open Records Institution. According to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq., public records that are responsive to a request must be produced for inspection within a reasonable amount of time **not to exceed three business days** from receipt of a request. In those instances where some, but not all, records are available within the three business days, records that can be located and produced shall be made available. In any instances where responsive records exist but are unavailable within three business days, the Open Records Officer as listed below must, within three business days, provide the requestor with a description of the records, estimated cost of production and timeline for production. Access to records must be provided as soon as practicable.

In order to make an Open Records request from WGTC, interested parties must contact the  
S W Ć Ć D , Angela Hobby. Requests can be made either in  
to [angela.hobby@wiregrass.edu](mailto:angela.hobby@wiregrass.edu) or by calling (229) 333-5365.

More information concerning this procedure can be found in the Technical College System of Georgia (TCSG) Policy Manual, procedure II. C. 14 Open Records Request. This manual can be found on the TCSG website at [www.tcsg.edu/tcsgpolicy](http://www.tcsg.edu/tcsgpolicy).