



**Jessica Szilagyi**  
**P.O. Box 717**  
**Jesup, GA 31598**

June 6, 2019

**Records Clerk**  
**Toombs County Board of Education**  
**117 East Wesley Avenue**  
**Lyons, Georgia 30436**

*Submitted via email to [stephanie.smith@toombs.k12.ga.us](mailto:stephanie.smith@toombs.k12.ga.us), [barrett.waller@toombs.k12.ga.us](mailto:barrett.waller@toombs.k12.ga.us), and [carmen.roberts@toombs.k12.ga.us](mailto:carmen.roberts@toombs.k12.ga.us)*

Dear Clerk of Records:

Under the Georgia Open Records Act § 50.18.70 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **pertain to the operations of the Toombs County Board of Education**. Specifically, I would like to obtain documentation relating to:

1. Any contract executed between January 1, 2018 and June 6, 2019 between the Toombs County Board of Education (or any authorized party - school, department, person, etc) and a company which installs artificial turf (or similar product) for the purposes of renovating, updating, or improving any property owned by the Toombs County Board of Education. Please include the entire contract.
2. Any and all bids and supporting documentation submitted to the Toombs County Board of Education (or authorized party) in response to the advertisement of an RFP or RFQ for the new turf/grass/similar product for the football stadium/field owned by the TC BOE.
3. Any payments made by the Toombs County Board of Education (or any of its subsidiary accounts) to any company installing turf/grass/a similar product on the football field as part of an executed contract between January 1, 2018 and June 6, 2019.
4. Any budget document for FY 2019 or FY 2020 (or proposed FY 2020) which would indicate the funding source for any payments previously made for turf in the stadium as well as any payments to be made in the next fiscal year. (Is it SPLOST account? General Fund? Another line item?)

If there are any fees for searching for these records, please inform me if the cost will exceed \$ 25.00. However, I am requesting for documents to be provided electronically, as permissible under the law, to avoid the cost of copies. I am formally requesting that any documents that can be scanned be sent via email.

The Georgia Open Records Act requires a response time within three business days. If access to the records I am requesting will take longer than three days, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

**Jessica Szilagy**

**770.265.1404**