



**STATE OF TENNESSEE  
COMPTROLLER OF THE TREASURY  
OFFICE OF OPEN RECORDS COUNSEL**

**GUIDELINES FOR ISSUING INFORMAL ADVISORY OPINIONS**

**PURPOSE:** Pursuant to Tenn. Code Ann. § 8-4-601(b), “the office of open records counsel shall answer questions and issue informal advisory opinions as expeditiously as possible to any person, including local government officials, members of the public and the media. . . Any opinion issued by the office of open records counsel shall be posted on the office's web site.” The following policy sets forth the office guidelines for issuing such informal opinions.

**POLICY:**

The Office of Open Records Counsel will issue informal advisory opinions on matters related to the Tennessee Public Records Act, Tenn. Code Ann. § 10-7-501 et seq., and the Tennessee Open Meetings Act, Tenn. Code Ann. § 8-44-101 et seq., when it is determined the matter under advisement is broad enough in scope that issuing an informal advisory opinion would provide the public with useful guidance and direction with respect to future inquiries regarding Tennessee’s Public Records or Open Meetings laws. The determination of whether to issue an informal advisory opinion will be made on a case-by-case basis at the discretion of Open Records Counsel. Matters not handled through the issuance of informal advisory opinions will be answered by advisory comment.

In accordance with Tenn. Code Ann. § 8-4-601(b), any informal advisory opinions issued by the office will be posted on the office’s website.

*Submitted to ACOG: November \_\_, 2016*

*Effective:*