

Caption/summary

Consideration of a Resolution of the Commission of Knox County, Tennessee amending the Public Records Policy for Knox County to designate additional Public Records Request Coordinators, and to allow requestors to use personal equipment to make copies of records, with certain restrictions outlined in this resolution and in accordance with state law.

Resolution:

WHEREAS, the Commission of Knox County, Tennessee, adopted a Public Records Policy for Knox County, Tennessee; and

WHEREAS, § 10-7-506(a) of the Tennessee Public Records Acts states that any Tennessee Citizen requesting to inspect public records “shall have the right to take extracts or make copies thereof, and to make photographs or photostats of the same while such records are in the possession, custody and control of the lawful custodian thereof or such custodian’s authorized deputy.”

WHEREAS, the Knox County Mayor and the Knox County Commission desire to amend the existing Public Records Policy to allow citizens to make copies of public documents using their own personal equipment; and

WHEREAS, doing so will help ensure continued transparency in Knox County Government, provide a more economical way for citizens to obtain copies of their public records, and is to the benefit of all Knox County taxpayers; and

WHEREAS, the Knox County Public Records Policy should also reflect, according to T.C.A § 10-7-503(g)(4), the “name or title and the contact information of the individual or individuals within such governmental entity designated as the public records request coordinator.”

NOW THEREFORE BE IT RESOLVED BY THE COMMISSION OF KNOX COUNTY AS FOLLOWS:

The Public Records Policy for Knox County, Tennessee, will be amended by deleting the first sentence from Section V Part D, and adding a new part, part E, under Section V that reads as follows:

A requestor will be allowed to make copies of records with personal equipment, provided that the requestor’s duplication of such records does not impede other citizens’ access to county services or records, and that the requestor is willing to schedule an appointment for the purposes of duplicating a large number of records or records that are stored off-site or are not immediately accessible. An independent Knox County officeholder (either elected or appointed) may, in his/her discretion, adopt and enforce reasonable rules governing the use of personal equipment to make copies of records. In all cases, the use of personal storage devices (i.e. external hard drives, flash drives, etc.) or any equipment that must be connected to- or inserted into any County computer, equipment or network is prohibited.

BE IT FURTHER RESOLVED that Section II Part C of the Knox County Public Records Policy be amended by replacing it with a new Part C that reads as follows:

Requests for inspection may be made orally or in writing on Form A at the office of the appropriate officeholder's designated Public Records Request Coordinator. The designated Public Records Request Coordinators shall be:

<p>County Mayor and Subordinate Departments <i>Public Records Request Coordinator</i> 400 Main St., Suite 615 Knoxville, TN 37902 open.records@knoxcounty.org</p>	<p>Knox Co. Sheriff's Office <i>Public Records Request Coordinator</i> 400 Main Street Knoxville, TN 37902 publicrecords@knoxsheriff.org</p>	<p>Clerk & Master of Chancery Court <i>Public Records Request Coordinator</i> 400 Main St., Suite 125 Knoxville, TN 37902 chancery.records@knoxcounty.org</p>
<p>Register of Deeds <i>Public Records Request Coordinator</i> 400 Main St., Suite 225 Knoxville, TN 37902 rod.records@knoxcounty.org</p>	<p>County Clerk <i>Public Records Request Coordinator</i> Knoxville, TN 37902 county.clerk@knoxcounty.org</p>	<p>Trustee <i>Public Records Request Coordinator</i> 400 Main St., Suite 418 Knoxville, TN 37902 trustee@knoxcounty.org</p>
<p>County Commission <i>Public Records Request Coordinator</i> 400 Main St., Suite 603 Knoxville, TN 37902 commission@knoxcounty.org</p>	<p>Criminal, Gen. Sessions 4th Circuit Court Clerk <i>Public Records Request Coordinator</i> 400 Main St. Knoxville, TN 37902 mike.hammond@knoxcounty.org</p>	<p>Circuit Civil Session & Juvenile Court Clerk <i>Public Records Request Coordinator</i> 400 Main St. Knoxville, TN 37902 circuitclerk.records@knoxcounty.org</p>
<p>Property Assessor <i>Public Records Request Coordinator</i> 400 Main St., Suite 204 Knoxville, TN 37902 county.assessor@knoxcounty.org</p>	<p>Law Department <i>Public Records Request Coordinator</i> 400 Main St., Suite 612 Knoxville, TN 37902 lawdir@knoxcounty.org</p>	<p>Election Commission <i>Public Records Request Coordinator</i> 300 Main St., Suite 218 Knoxville, TN 37902 election.central@knoxcounty.org</p>

BE IT FURTHER RESOLVED that Section II Part D of the Knox County Public Records Policy be amended by replacing it with a new Part D that reads as follows:

Requests for copies, or requests for inspection and copies, shall be made in writing on Form A in person, by email or by mail at the office of the Public Records Request Coordinator listed in part E of this section.

BE IT FURTHER RESOLVED that if any notifications are to be made to effectuate this Resolution, then the County Clerk is hereby requested to forward a copy of this Resolution to the proper authority.

BE IT FURTHER RESOLVED that this Resolution is to take effect from and after its passage, as provided by the Charter of Knox County, Tennessee, the public welfare requiring it.