

**PUBLIC RECORDS POLICY
FOR
COUNTY EXECUTIVE OF
TIPTON COUNTY, TENNESSEE**

Pursuant to Tennessee Code Annotated §10-7-503(g), the following Public Records Policy for the Office of the County Executive of Tipton County, Tennessee is hereby adopted to provide economical and efficient access to public records as provided under the Tennessee Public Records Act (“TPRA”) in Tennessee Code Annotated §10-7-501, *et seq.*

The TPRA provides that all state, county and municipal records shall, at all times during business hours, which for public inspection shall be during the business hours of their administrative offices, be open for personal inspection by any citizen of this State, and those in charge of the records shall not refuse such right of inspection to any citizen, unless provided by state law. *See* Tenn. Code Ann. §10-7-503(a)(2)(A). Accordingly, the public records of the Tipton County Executive, Tennessee are presumed to be open for inspection unless otherwise provided by law.

Personnel of the Tipton County Executive’s office shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of Tipton County, Tennessee, shall be protected as provided by current law. Concerns about this policy should be addressed to the Public Records Request Coordinator for Tipton County Executives’ office or to the Tennessee Office of Open Records Counsel (“OORC”).

II. Requesting Access to Public Records:

A. Public record requests shall be made to the Tipton County Executive or his/her designee in order to insure public records requests are routed to the appropriate records custodian and fulfilled in a timely manner.

B. Requests for copies shall be made in writing utilizing the Public Records Request form. This form can be mailed to the Tipton County Executive, PO Box 686, Covington, TN 38019 or delivered to the Office at 100 Court Square, Courthouse Room 101, Covington, TN 38019 The form attached shall be required for any request seeking copies as permitted by Tennessee Code Annotated §10-7-503(g).

C. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of ID validating Tennessee citizenship) is required as a condition to inspect or receive copies of public records.

III. Responding to Public Records Requests:

A. Tipton County Executive

1. The County Executive shall review public records request and make an initial determination of the following:

- a. If the requestor provided evidence of Tennessee citizenship;
- b. That the records requested are described with sufficient specificity to identify them; and
- c. If the governmental entity is the custodian of the records.

2. The County Executive shall acknowledge receipt of the request and take any of the following appropriate action(s):

- a. Advise the requestor of this policy and the elections made regarding:
 - (i) proof of Tennessee citizenship;
 - (ii) form(s) required for copies;
 - (iii) fees (and labor threshold and waivers, if applicable);
 - (iv) aggregation of multiple or frequent requests.
- b. If appropriate, deny the request in writing, providing the appropriate ground, such as one of the following:
 - (i) the requestor is not, or has not presented evidence of being, a Tennessee citizen;
 - (ii) the request lacks specificity;

(iii) an exemption makes the record not subject to disclosure under the TPRA (provide the exemption in written denial);

(iv) the governmental entity is not the custodian of the requested records; or

(v) the records do not exist.

3. The Tipton County Executive is:

a. Jeff Huffman at
Tipton County Executive's Office
100 Court Square
Courthouse Room 101
Covington, TN 38019
901-476-0200
tcounty1@bellsouth.net

B. Records Custodian.

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in connection with Tennessee Code Annotated §10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the counsel, or the OORC.

2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, or retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed public records request response form.

3. If a records custodian denies a public records request, he or she shall deny the request in writing using the public records request response form.

4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall use the public records request response form to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.

5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction:

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records.

2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

IV. Inspection of Records.

A. There shall be no charge for the inspection (without copies) of open public records on site.

B. The location for inspection of records within the offices of Tipton County, Tennessee County Executive's is:

100 Court Square, Courthouse Room 101, Covington, Tennessee 38019. Records are available for inspection during business hours which are Monday through Friday 8:00 am to 5:00 pm. Exceptions would be for all holidays on the Tipton County annual holiday schedule available on the County website and with prior notice of Office closure.

V. Copies of Records.

A. The Tipton County Executive or Tipton County Executive's Administrative Assistant shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.

B. Copies will be available for pickup at a location specified by the records custodian.

C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.

VI. Fees and Charges and Procedures for Billing and Payment.

A. Tipton County Executive's office does not charge a fee for copies or access to public records.