

## INSPECTION/DUPLICATION OF RECORDS REQUEST

**Requestor Instructions:** To make a request for copies of public records fill in sections 1-4. Do not sign and date the signature line until the records are received.

**Custodian Instructions:** For requests to inspect, the records custodian is to fill in sections 1-5 and 8. For requests for copies, the records custodian is to fill in sections 5-8. Do not sign and date the signature line until the records are delivered to the requestor.

**Note:** Section 1 of Public Chapter 1179, Acts of 2008, amends Tenn. Code Ann. § 10-7-503(a) adding (7)(A) to provide that unless the law specifically requires such, a request to inspect is not required to be writing nor can a fee be assessed for inspection of records.

(FRONT)

1. Name of requestor: \_\_\_\_\_  
(Print or Type; Initials required for copy requests)
  
2. Form of identification provided:
  - Photo ID issued by governmental entity including requestor's address
  - Other: \_\_\_\_\_
  
3. Requestor's address and contact information: \_\_\_\_\_  
\_\_\_\_\_
  
4. Record(s) requested to be inspected/copied:
  - a. Previously inspected on \_\_\_\_\_ (date);  Inspection waived
  - b. Type of record:  Minutes  Annual Report  Annual Financial Statements  
 Budget  Employee file  Other
  - c. Detailed Description of the record(s) including relevant date(s) and subject matter:  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Request submitted to: \_\_\_\_\_  
(Name of Governmental Entity, Office or Agency)
  - a. Employee receiving request: \_\_\_\_\_  
(Print or Type and Initial)
  - b. Date and time request received: \_\_\_\_\_
  - c. Response:  Same day  Other \_\_\_\_\_
  
6. Costs
  - a. Number of pages to be copied: \_\_\_\_\_  Estimated
  - b. Cost per page:  .154
  - c. Estimate of labor costs to produce the copy (for time exceeding 5 hours): \_\_\_\_\_
    - Labor at \$ \_\_\_\_\_ /hour for \_\_\_\_\_ hour(s).
    - Labor at \$ \_\_\_\_\_ /hour for \_\_\_\_\_ hour(s).
    - Labor at \$ \_\_\_\_\_ /hour for \_\_\_\_\_ hour(s).
  - d. Programming cost to extract information requested: \_\_\_\_\_
  - e. Method of delivery and cost: \_\_\_\_\_  Estimated
    - On-site pick-up  U.S. Postal Service  Other: \_\_\_\_\_
  - f. Estimate of total cost to produce request: \_\_\_\_\_
  - g. Estimate of total cost provided to requestor:  in person  by U.S.P.S.  by phone  
Other: \_\_\_\_\_

(BACK)

7. Form, Amount, Date of Payment:

- a. Form of payment:  Cash  Check  Other \_\_\_\_\_
- b. Amount of payment: \_\_\_\_\_
- c. Date of payment: \_\_\_\_\_

8. Date of Delivery: \_\_\_\_\_

\_\_\_\_\_  
Signature of Records Custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

RESOLUTION NO. 11-8

BEDFORD COUNTY, TENNESSEE

2010-2011

**A RESOLUTION ESTABLISHING A POLICY FOR PUBLIC INSPECTION OF,  
ACCESS TO AND DUPLICATION OF PUBLIC RECORDS UNDER THE  
TENNESSEE PUBLIC RECORDS ACT (T.C.A. 10-7-501, et seq.)**

Be it resolved by the Board of Commissioners of Bedford County, Tennessee, that:

**Section 1.** Procedures regarding access and inspection and copying of public records:

- A. Consistent with the Public Records Act of the State of Tennessee, Bedford County shall provide full access and assistance in a timely and efficient manner to citizens of the State of Tennessee who request access to open public records. Upon request the requestor shall provide a picture identification with a current address to verify Tennessee citizenship.
- B. Employees of the county shall protect the integrity and organization of public records with respect to the manner in which such records are inspected and copied. All requests for the inspection and copying of public records shall be directed to the Finance Director who is the county's designated records custodian.
- C. To prevent excessive disruptions of the work, essential functions and duties of the employees of the county, persons requesting inspection may, but are not required to complete the county's records request form. Persons requesting copying of public records shall complete a records request form to be furnished by the county. If a requestor chooses not to complete a records request form, or if a requestor requesting copying of public records refuses to complete a records request form, a county employee shall complete the form with the information provided by the requestor.
- D. The requestor shall describe the records with specificity so that the records may be located and made available for public inspection or duplication.
- E. When records are requested for inspection and/or copying, the Finance Director shall make the records available as promptly as possible, taking into account the number of requests, the amount of records requested, the accessibility and location of the records and the county's personnel available to locate, retrieve, compile, review and redact and/or copy the records requested. If the county is not able to make the records available promptly, the Finance Director has seven (7) days to do any of the following:
  - 1) produce the records requested;
  - 2) deny the request in writing and give an explanation for the denial; or,
  - 3) furnish the requestor a completed records request response form developed by the office of open records counsel, stating the time reasonably necessary to produce such record or information or a time when a determination regarding access to the records will be provided.

- F. If the public records requested are frail due to age or other conditions and copying of the records will cause damage to the original records, the requestor may be required to make an appointment for inspection.
- G. No charge will be assessed to a requestor for inspecting public records only.
- H. When a request for copies/duplicates is made, employees of the county are responsible for producing the copies/duplicates. In order to maintain the integrity and the order of the records in the county's possession, a requestor will not be permitted to use his/her own equipment to reproduce or duplicate requested records.

## **Section 2. Charges for Copies of Public Records**

- A. The county will assess a charge of 15 cents per page for each standard 8½x11 or 8¼x14 black and white copy produced. A duplex copy will be assessed the equivalent of the charge for two (2) separate copies.
- B. If a public record is maintained in color and the county has the capacity of making color copies, the requestor shall be advised that the record can be produced in color if the requestor is willing to pay a charge higher than that of a black and white copy, and if the requestor then requests a color copy, the county may assess a charge of 50 cents per page for each 8½x11 or 8¼x14 color copy produced.
- C. When the county is legitimately unable to produce copies in its office because of the size or shape of the public record, the large volume of copies requested or for any other legitimate reason, the county will use an outside vendor to produce copies of the requested records, and the requestor shall pay the costs of the outside vendor to produce the requested records.

## **Section 3. Additional Production Charges**

- A. The county will use the most cost efficient method of producing the requested records.
- B. Delivery of copies of records to a requestor shall be by hand delivery when the requestor returns to the Finance Directors office to retrieve the requested records. If the requestor chooses not to return to the Finance Directors office to retrieve the copies, the county may deliver the copies through means of the United States Postal Service, and the cost incurred in delivering the copies will be assessed in addition to any other permitted charge. The county has the discretion to deliver copies of records through other means, including electronically, and to assess the costs related to such delivery.
- C. If the county is assessed a charge to retrieve requested records from archives or any other entity having possession of requested records, the county will assess the requestor the cost assessed to it for retrieval of the records.

#### Section 4. Labor Charges

- A. "Labor" is defined as the time reasonably necessary to produce the requested records and includes the time spent locating, retrieving, reviewing, redacting, and reproducing the records.
- B. "Labor threshold" is defined as the labor of the employee or employees reasonably necessary to produce requested material for the first hour incurred by the county in producing the material.
- C. The county will charge the hourly wage of the employee or employees reasonably necessary to produce the requested records above the "labor threshold." The hourly wage is based upon the base salary of the employee or employees and does not include benefits. If an employee is not paid on an hourly basis, the hourly wage shall be determined by dividing the employee's annual salary by the required hours to be worked per year. For example, an employee who is expected to work a 37.5 hour work week and receives \$39,000 in salary on an annual basis will be deemed to be paid \$20 per hour.
- D. In calculating the charge for labor, the county shall determine the number of hours each employee spent producing a request. The county shall then subtract the one (1) hour threshold from the number of hours the highest paid employee spent producing the request. The county will then multiply the total number of hours to be charged for the labor of each employee by that employee's hourly wage. Finally, the county will add together the totals for all the employees involved in the request and that will be the total amount of labor that can be charged.

#### Example:

The hourly wage of Employee #1 is \$15.00. The hourly wage of Employee #2 is \$20.00. Employee #1 spends 2 hours on a request. Employee #2 spends 2 hours on the same request. Because employee #2 is the highest paid employee, subtract the one hour threshold from the hours employee #2 spend producing the request. Multiply the number of hours each employee is able to charge for producing the request by that employee's hourly wage and then add the amounts together for the total amount of labor that can be charged (i.e.  $(2 \times 15) + (1 \times 20) = \$50.00$ ). For this request, \$50.00 could be assessed for labor.

- E. For purposes of this policy, during each calendar month the county will aggregate the number of requests for copies made per requestor. When the total number of requests made by a requestor within a calendar month exceeds four (4), the county will begin to charge the requestor a fee for any and all labor that is reasonably necessary to produce the copies of the requested records after informing the requestor that the aggregation limit has been met. Request for items that are routinely released and readily accessible, such as agendas for current calendar month meetings and approved minutes from meetings held in the previous calendar month are exempt from this policy. Additionally, the county will aggregate the total number of public records requests made by a requestor and by any other individual, if the records custodian reasonably believes the requestor to be acting in concert with or as the agent of another person, entity or organization. When the county

chooses to aggregate request by multiple requestors, the county will inform the requestors of the determination to aggregate and that they have the right to appeal the decision to aggregate to the Office of Open Records Counsel. When aggregating the labor of multiple requestors, the county will file a Notice of Aggregation of Multiple Requestors with the Office of Open Records Counsel.

**Section 5.** Estimate of Charges and Waiver of Charges

- A.** The county will provide the requestor with an estimate of the copying charges, additional production costs and labor costs of locating, retrieving, reviewing, redacting and reproducing the requested records. When the estimate of the charges exceeds \$5.00, the county will require payment of the estimate before producing the copies.
- B.** When the charges for copying charges, additional production costs and labor costs are \$5.00 or less, the records custodian may waive the payment of these charges.

**Section 6.** This resolution shall become effective upon its passage, the public welfare requiring it.

Adopted this 12th day of October, 2010.

\_\_\_\_\_  
COUNTY MAYOR

\_\_\_\_\_  
BEDFORD COUNTY CLERK