

**PUBLIC RECORDS POLICY
FOR
CROCKETT COUNTY MAYOR'S
OFFICE**

6/30/2017

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Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the Crockett County Mayor's Office is hereby adopted by the Crockett County Commission to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 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 hospitals 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 otherwise provided by state law. See Tenn. Code Ann. §10-7-503(a)(2)(A). Accordingly, the public records of the Crockett County Mayor's Office are presumed to be open for inspection unless otherwise provided by law.

Personnel of Crockett County Government 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 the Crockett County Mayor's Office, shall be protected as provided by current law. Concerns about this policy should be addressed to the Public Records Coordinator for the Crockett County Mayor's Office or to the Tennessee Office of Open Records Counsel ("OORC").

This policy is available for inspection and duplication in the office of the Crockett County Mayor and the Crockett County Clerk. This policy shall be reviewed annually.

This policy is for the Crockett County Mayor's Office, all other departments/offices will have separate public record policies.

1. Definitions:

- A. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.
- B. Public Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance

or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).

- C. Public Records Request Coordinator: The individual, or individuals designated in Section III, A.3 of this Policy who has, or have the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.
- D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records

- A. Public record requests shall be made to the Public Records Request Coordinator (“PRRC”) or his/her designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC should requested a mailing or email address from the requester for providing and written communication required under the TPRA.
- C. Requests for inspection may be made orally or in writing using the proper form for the Crockett County Mayor’s Office located at 10 South Bells St, Alamo, TN 38001 for the request to be made, or 731-696-5460.
- D. Requests for copies, or requests for inspection and copies, shall (may) be made in writing using the proper form for the Crockett County Mayor’s Office located at 10 South Bells St, Alamo, TN 38001 as this is now required by Tenn. Code Ann. § 10-7-503(g).
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver’s license (or acceptable form of ID) is not required as a condition to inspect or receive copies of public records.

III. Responding to Public Records Requests

- A. Public Record Request Coordinator
 - 1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the records requested are described with sufficient specificity to identify them; and
 - b. If the Governmental Entity is the custodian of the records.

2. The PRRC 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. Form(s) required for copies;
 - ii. Fees (and labor threshold and waiver, if applicable); and
 - iii. 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 requests lacks specificity. (offer to assistant in clarification)
 - ii. An exemption in the record make the record not subject to disclosure under the TPRA. (Provide the exemption in written detail)
 - iii. The Governmental Entity is not the custodian of the requested records.
 - iv. The records to not exist.
 - c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Forward the records request to the appropriate records custodian in the Crockett County Mayor's Office.
 - e. If requested records are in the custody of a different governmental entity and the PRRC knows the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity if known.
3. The designated PRRC(s) is (are):
 - a. Name or title: Gloria Taylor, Administrative Assistant
 - b. Contact information: Crockett County Mayor's Office, 10 South Bells St, Alamo, TN 38001 of 731-696-5460 or 731-696-4101, or gtaylor@ccmayor.com
 - c. Gloria Taylor, PRRC shall report to the governing authority on an annual if needed about the Governmental Entity's compliance with the TPRA pursuant to this Policy and shall make recommendations, if any, for improvement or changes to this policy.

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. Of the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, 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, 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 request, send the requestor a completed Public Records Request Response Form which is attached as Form B, based on the form developed by the OORC.

3. If our records custodian denies a public record request, he or she shall deny the request in writing as provided in Section II. A. 2.b using the Public Records Request Response Form.
4. If our 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, our 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 our records custodian discovers records responsive to a records request were omitted, our records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a public record contains confidential information or information this 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. The records custodian and the PRRC may also consult with the OORC or the Office of Attorney General and Reporter.
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 inspection of open public records.
- B. The location for inspection of records within the office of the Crockett County Mayor should be determined by either the PRRC or the records custodian.
- C. Under reasonable circumstances, the PRRC or a records custodian may require and appointment for inspection or may require inspection of records at an alternate location. Office hours are Monday-Friday, 8AM-4PM. All holidays/closings are posting and published in the local newspaper.

V. Copies of Records

- A. A records custodian shall promptly respond to a public records 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 or PRRC.
- C. If reasonably possible and economic, copies will be delivered to the requesters address by The United States Postal Service.
- D. A requestor will not be allowed to make copies of records with personal equipment.

VI. Fees, Charges and Procedures for Billing and Payment

Not applicable/No charges

6/30/2017