

Resolution No. 1713**A RESOLUTION BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF TULLAHOMA, TENNESSEE ADOPTING A PUBLIC RECORDS POLICY**

WHEREAS, pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act ("TPRA") (Tenn. Code Ann. § 10-7-501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority by July 1, 2017; and

WHEREAS, the policy adopted shall not impose requirements on those requesting records that are more burdensome than state law; and

WHEREAS, the governing body of the City of Tullahoma desires to comply with the recent change in state law as it pertains to records management.

NOW THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Tullahoma that the following Public Records Policy for the City of Tullahoma is hereby adopted by 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.

SECTION 1. The following policy is hereby adopted as the Public Records Policy for the City of Tullahoma:

PUBLIC RECORDS POLICY
City of Tullahoma

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the City of Tullahoma is hereby adopted by the Board of Mayor and Aldermen 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 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). The public records of the City of Tullahoma are presumed to be open for inspection unless otherwise provided by law.

Personnel of the City of Tullahoma 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 public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the City of Tullahoma, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for the City of Tullahoma or to the Tennessee Office of Open Records Counsel ("OORC").

This Policy is available for inspection and duplication in the City Recorder's office at the Municipal Building in the City of Tullahoma. This Policy shall be reviewed by the Board of Mayor and Aldermen periodically as needed.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of the City of Tullahoma.

I. 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 a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC will request a mailing or email address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection may be made orally or in writing (using the attached Form A) in person at the City of Tullahoma or by mail c/o City Recorder's Office, 201 West Grundy Street, Tullahoma, TN. 37388, or by fax at (931) 455-0038 or by email at rgolden@tullahomtn.gov.
- D. Requests for copies, or requests for inspection and copies, shall be made in writing (using the attached Form A) in person at the City of Tullahoma or by mail c/o City Recorder's office, 201 West Grundy Street, Tullahoma, TN. 37388 or by email at rgolden@tullahoamtn.gov.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or alternative acceptable form of ID is required as a condition to inspect or receive copies of public records. Exception : When a request is made by an individual who is not a citizen of Tennessee and the records being requested specifically relate to the requestor, any records that are responsive to the request and not confidential, will be made accessible to the requestor.

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 requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the City of Tullahoma 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. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - 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;
 - iv. The City of Tullahoma is not the custodian of the requested records; or
 - v. The records do 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 City of Tullahoma.
3. The designated PRRC(s) is(are):
 - a. Tullahoma City Recorder or his/her designee
 - b. Physical address: City of Tullahoma, 201 West Grundy Street, Tullahoma, TN. 37388
Mailing address: P.O. Box 807, Tullahoma, TN. 37388, Phone: 931-455-2648,
Fax: 931-455-0038.

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. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, counsel, or the OORC.
2. If not feasible 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 the 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 a records custodian denies a public record request, he or she shall deny the request in writing as provided in Section III.A.2.b and may use the Public Records Request Response Form B.
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 B 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 feasible.

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. The records custodian and the PRRC may also consult with the OORC.
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 public records
- B. The location for inspection of records within the offices of the City of Tullahoma shall be determined by either the PRRC or the records custodian.
- C. When a reasonable basis exists, the PRRC or a records custodian may require an appointment for inspection.

V. Copies of Records

- A. A records custodian 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 the City of Tullahoma, Municipal Building.
- C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.
- D. A requestor will not be allowed to make copies of records with personal equipment. Requestors may purchase storage devices from the City of Tullahoma upon which the records will be downloaded.

VI. Fees and Charges and Procedures for Billing and Payment

Fees and charges for copies of public records should not be used to hinder access to public records.

- A. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.
- B. When fees for copies and labor do not exceed \$ 0.15, the fees may be waived. Requests for waivers for fees above \$0.15 must be presented to, the City Recorder, who is authorized to determine if such waiver is in the best interest of the City of Tullahoma and for the public good. Fees associated with aggregated records requests will not be waived.
- C. Fees and charges for copies are as follows:
 1. \$0.15 per page for letter- and legal-size black and white copies.
 2. \$0.50 per page for letter- and legal-size color copies.
 3. The actual cost of any other medium upon which a record/information is being produced.
 4. Labor when time exceeds one (1) hour.
 5. If an outside vendor is used, the actual costs assessed by the vendor.
- D. Payment is to be made by cash or by check payable to the City of Tullahoma and presented to the City Recorder.
- E. Payment in advance will be required when costs are estimated to exceed \$25.
- F. Aggregation of Frequent and Multiple Requests
 1. The City of Tullahoma will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).

deemed working in concert).

2. If more than four (4) requests are received within a calendar month:

- a. Records requests will be aggregated at the City level.
- b. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the records custodian will inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.
- c. Requests for items that are routinely released and readily accessible are exempt from this policy.

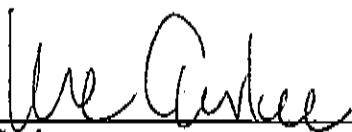
SECTION 2. Repealer. Any resolutions, policies, or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict only as pertaining to the subject matter of this resolution.

SECTION 3. Severability. If a part of this resolution is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of this resolution is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

SECTION 4. Effective Date. This resolution shall become effective upon passage, the public welfare requiring it.

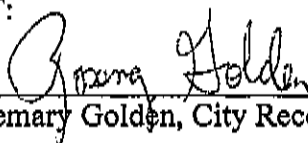
Adopted on: 5-8-2017

SIGNED:



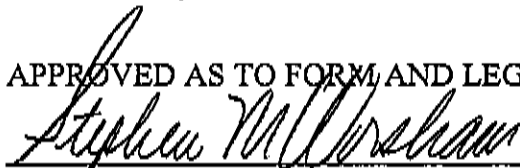
Mayor Lane Curlee

ATTEST:



Ms. Rosemary Golden, City Recorder

APPROVED AS TO FORM AND LEGALITY:



Mr. Stephen M. Worsham, City Attorney

FORM A



INSPECTION / DUPLICATION OF RECORDS REQUEST

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

All open records request must be handled through the Tullahoma City Recorder's office.

Requestor Instructions: To make a request for copies of public records please 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 verify sections 1-4 are filled out, fill in sections 5. 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 in writing nor can a fee be assessed for inspection of records.

1. Name of requestor: _____ Phone #: _____

2. Form of Identification Provided: Is the requestor a Tennessee Citizen? Yes No
 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. Type of record:

- Police Department:
 Accident Warning
 Offense Incident
 Citation
 Other _____

- Fire Department:
 Call out report
 Other _____

- Recreation Department:
 Other _____

- Public Works Department:
 Other _____

- Planning Department:
 Other _____

- Administration:
 Other _____

- Human Resource Department:
 Employee File
 Other _____

- City Recorder:
 Minutes
 Other _____

- Finance Department:
 Budget
 Annual Audit
 Other _____

b. Detailed description of the above record(s) including relevant date(s) and subject matter:

Date & Time of Event: _____
Subject Matter: _____
Intersection or Street: _____
Parties involved: _____

Name of Reporting Officer: _____
Case Number: _____
Other: _____

5. Request Submitted to which department: _____
(Name of Governmental Entity, Office, Agency)

a. Employee's Name receiving request: _____
(Print or Type)

b. Date and Time request received: _____

6. Costs
Black & White Copy \$0.15 per page Color Copy \$0.50 per page

In addition to copy costs, the schedule of fees allows municipalities now to charge for certain labor costs associated with fulfilling records requests. Labor as defined by the schedule is the "time reasonably necessary to produce the requested records and includes the time spent locating, retrieving, reviewing, redacting and reproducing the records." When assessing labor costs, a municipality can charge the hourly rate of the employee completing the request. The hourly rate is based on the base salary of the employee and does not include benefits.

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed

\$ _____ If, so initial here: _____.

7. Response:

Number of pages copies _____ @ _____ per page = \$ _____ (cost)
Code for Computer _____

8. Date of Delivery to Requestor _____

Signature of Records Custodian Date and Time

Signature of Requestor Date and Time

OFFICE NOTES: (Time spent researching, copying, calling etc. with Employee's initials)

1 Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

PUBLIC RECORD REQUEST RESPONSE FORM B City of Tullahoma

Date

Requestor's Name and Contact Information

In response to your records request received on _____, our office is taking the action(s)¹ indicated below:
Date Request Received

The public record(s) responsive to your request will be made available for inspection:

Location: _____
Date & Time: _____

Copies of public record(s) responsive to your request are:

- Attached
- Available for pickup at the following location:

_____; or
 Being delivered via:
 USPS First-Class Mail Other: _____

Your request is denied on the following grounds:

- Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
- No such record(s) exists or this office does not maintain record(s) responsive to your request.
- No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
- You are not a Tennessee citizen.
- You have not paid the estimated copying/production fees.
- The following state, federal, or other applicable law prohibits disclosure of the requested records:

It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

- It has not yet been determined that records responsive to your request exist; or
- The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____

If you have any additional questions regarding your record request, please contact the Tullahoma City Recorder.

Sincerely,

¹ If all requested records do not have the same response, so indicate.