**RESOLUTION NO. 2012-05**

**A RESOLUTION PROVIDING FOR THE MAINTENANCE, PRESERVATION, AND**

**PROTECTION OF PUBLIC RECORDS, AND ESTABLISHING PROCEDURES FOR**

**ACCESSING AND COPYING PUBLIC RECORDS**

**BE IT RESOLVED** by the governing body of the Town of Carthage, Tennessee,

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

**A.** Consistent with the Public Records Act of Tennessee, personnel of the Town of

Carthage shall provide full access and assistance in a timely and efficient manner to persons who request access to open public records.

**B.** Employees of the Town of Carthage shall protect the integrity and organization of public records with respect to the manner in which the records are inspected and copied. All inspections of records must be performed under the supervision of employees of the Town. All copying of public records must be performed by employees of the Town.

**C.** In order to prevent excessive disruptions of the work of employees of the Town, and disruptions of the essential functions and duties of such employees, persons requesting inspection and/or copying of public records shall complete a records request form to be furnished by the Town. Persons requesting access to open public records shall describe such records with particularity, so the records may be located and copied by employees.

**D.** When voluminous records are requested in writing using the designated form, the person requesting such access shall make an appointment with the records supervisor or his/her designee of the department holding such records. Appointments for inspection of records shall be for no longer than two (2) hours in one day per request. If further inspection is needed by the requesting party, another appointment may be scheduled. The purpose of this policy is to prevent monopolization of working hours of Town employees, and interference with their work duties. Employees shall make every effort to schedule appointments and copying of records so as to provide full access to the requesting party.

**E.** Persons may further request that copies be made of open public records. The charge for such copies shall be **$1.00** per page. Payment of such copying fees is due when the copies are received by the requesting party. If voluminous copies are requested, the Town reserves the right to take 48 hours, during the work week, to prepare such copies pursuant to a written request. No open public records may be removed from Town office for the purpose of copying.

**F.** If the public records requested are frail due to age or other conditions, and copying of such records will cause damage to the original records, the requesting party may be required to make an appointment for inspection as provided in paragraph D.

**ADOPTED BY THE TOWN OF CARTHAGE, TENNESSEE ON THIS THE**

**1st DAY OF NOVEMBER, 2012.**

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Sabra Hodge

Mayor

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Sara Davenport

City Recorder