**OFOPENRECORDSCOUNSEL**

**MODELPUBLIC RECORDS POLICY**

**PURPOSE:**

PursuanttoTenn.CodeAnn. §10-7-503(g),everygovernmentalentitysubjecttotheTennessee PublicRecordsAct (“TPRA”) (Tenn. CodeAnn. §10-7-501etseq.), mustestablishawrittenpublic recordspolicyproperly adoptedbytheappropriategoverningauthoritybyJuly1,2017.Thepolicy adoptedshallnotimposerequirementsonthoserequestingrecordsthataremoreburdensome than state lawand shall include:

 Theprocessfor requesting accesstopublic records and anyrequiredform(s);

 Theprocessfor responding torequests,includingredaction practices;

 A statementofanyfeescharged for copiesofpublicrecords andtheproceduresfor billingand payment;and

 Thenameortitleand contact informationof theindividual orindividualsdesignated as the PublicRecordsRequestCoordinator(s).

Pursuant toTenn.Code Ann.§ 8-4-604(a)(1)(4),theOffice of OpenRecordsCounsel(“OORC”) isrequiredtoestablishamodelbestpracticesandpublicrecordspolicyforusebyarecords custodianin compliance with Tenn.CodeAnn.§ 10-7-503.ThefollowingModelPublicRecords Policyservesasguidanceforrecordscustodiansandtheirrespectivegovernmentalentitiesin developingapublicrecordspolicyandfulfillingtheirdutiesundertheTPRA.TheOORC encouragesandwillprovideassistanceforgovernmentalassociationsandgroupstodevelop model public recordspolicies tailoredto theirspecificgovernmentalentitysubgroup.

PUBLIC RECORDS POLICY FOR

THE MARSHALL COUNTY MEMORIAL LIBRARY OFFICE

PursuanttoTenn.CodeAnn.§10-7-503(g),thefollowingPublicRecordsPolicyforthe Marshall County Memorial Library is here by adopted by Marshall 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, etseq.

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.SeeTenn.CodeAnn.§10-7-503(a) (2) (A).Accordingly, the public records of the Marshall County Memorial Library are presumed to be open for inspection unless otherwise provided by law.

PersonnelofThe Marshall County Memorial Library 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 Marshall County Memorial Library, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator, Marshall County Memorial Library, Director Shakera Stanley, or to the Tennessee Office of Open Records Counsel (“OORC”).

This Policy is available for inspection and duplication in the Marshall County Memorial Library. This Policy shall be reviewed every two years or as needed.

This Policy shall be applied consistently by the Marshall County Memorial Library.

**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

2

Ordinance or in connection with the transaction of official business by any governmental agency. SeeTenn. 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**

1. Public record requests shall be made to the PRRC, Shakera Stanley, or by email in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.
2. Requests for inspection only cannot be required to be made in writing. The PRRC should request a mailing or email address from the request or for providing any written communication required under the TPRA.
3. Requests for inspection may be made orally or in writing using the attached Form A at Marshall County Memorial Library, 310 Old Farmington Road, Lewisburg, TN 37091or by phone at 931-359-3335.
4. Requests for copies, or requests for inspection and copies, shall be made in writing using the attached Form A and returning the completed Form A to Marshall County Memorial Library, 310 Old Farmington Road, Lewisburg, TN 37091. A copy of this policy will be attached to the form and given to the requestor. Request for copies can also be made by email to Shakera Stanley at mcmlib@bellsouth.net.

E.Proof of Tennessee citizenship by presentation of a valid Tennessee driver’s license is required as a condition to inspector receive copies of public records.

**III. Responding to Public Records Requests**

1. Public Record Request Coordinator
2. The PRRC shall review public record requests and make an initial determination of the following:
3. If the requestor provided evidence of Tennessee citizenship (*if required*);

3

1. If the records requested are described with sufficient specificity to identify them; and
2. If the Marshall County Memorial Library is the custodian of therecords.
3. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
4. Advise the request or of this Policy and the elections made regarding:

i. Proof of Tennessee citizenship;

ii. Form(s) requiredfor copies;

iii. Fees (and labor threshold and waivers,if applicable);and

iv. Aggregation of multiple or frequentrequests.

1. 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.

v. The records do not exist.

c . If appropriate, contact the request or to see if the request can be narrowed.

1. Forward the records request to the appropriate records custodian in Marshall County Government.
2. 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 for the Marshall County Memorial Library:

a. Name or title: Shakera Stanley, Director, Marshall County Memorial Library

b. Contact information: Shakera Stanley, 310 Old Farmington Road, Lewisburg, TN 37091. Email: mcmlib@bellsouth.net. Phone: 931-359-3335

4

1. Shakera Stanley PRRC, shall report to the governing authority on an annual basis about the Marshall County Memorial Library’s compliance with the TPRA pursuant to this Policy and shall make recommendations, if any, for improvement or changes to this Policy.
2. 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. For questions or clarifications on the TPRA the PRRC should consult the County Attorney.

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 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 o or she shall deny the request in writing as provided in Section III. A. 2. B using the Public Records Request Response Form B.

1. 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 request or 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 request or to see if the request can be narrowed.
2. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the request or 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. The records custodian and the PRRC may also consult with the County Attorney.
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.

5

**IV. Inspection of Records**

1. There shall be no charge for inspection of open public records.
2. The location for inspection of records within the office of Marshall County Memorial Library should be determined by either the PRRC or the records custodian.
3. Under reasonable circumstances, the PRRC or a records custodian may require an appointment for inspection or may require inspection of records at an alternate location.

**V. Copies of Records**

1. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
2. Copies will be available for pick up at a location specified by the records custodian.
3. Upon payment for postage, copies will be delivered to the requestor’s home address by the United States Postal Service.
4. A requestor will not be allowed to make copies of records with personal equipment.

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

1. Fees and charges for copies of public records should not be used to hinder access to public records. No charges will be assessed for copies and duplicates unless the amount exceeds $1.00.
2. Records custodians shall provide requestors with an itemized estimate of the charges using Form A prior to producing copies of records and may require pre-payment of such charges before producing requestedrecords.
3. When fees for copies and labor do not exceed $1.00, the fees may be waived. Requests for waivers for fees above$1.00 must be presented to Shakera Stanley, PRRC, who is authorized to determine if such waiver is in the best interest of Marshall County Memorial Library and for the public good.
4. Fees and charges for copies are as follows:

1.$0.15 per page for letter- and legal-size black and white copies.

2.Labor when time exceeds 1 hour. Labor will becharged at the actual rate of the staff member providing the service.

3. If an outside vendor is used, the actual costs assessed by the vendor.

6

 E. Payment is to be made in cash or by personal check payable to Marshall County Government.

 F. Payment in advance will be required when costs are estimated to exceed $10.00.

1. Aggregation of Frequent and Multiple Requests
2. Marshall County Memorial Library will not 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).

7

**PUBLICRECORDSREQUESTFORM**

*TheTennesseePublicRecordsAct(TPRA)grantsTennesseecitizenstherighttoaccessopenpublicrecordsthatexistatthetimeoftherequest.TheTPRAdoesnotrequirerecordscustodianstocompileinformationorcreateorrecreaterecordsthatdonotexist.*

**To:** **Marshall County Memorial Library, Shakera Stanley, PRRC**

**From:** Requestor’s Name:

Address

 Phone #:

 Email Address:

**IstherequestoraTennesseecitizen?**YesNo

**Request:** Inspection (The TPRAdoes notpermit fees orrequirea written requestforinspection onlyi.)

Copy/Duplicate

If costs for copies are assessed, therequestor has aright toreceive anestimate.Do you wish towaive yourright to anestimate and agreeto paycopyingand duplicationcosts in an amount not to exceed$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? If so, initialhere: \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Deliverypreference:** On-Site Pick-Up Electronic

USPS First-ClassMail

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RecordsRequested:**

Provideadetaileddescriptionoftherecord(s)requested,including:(1)typeofrecord;(2)timeframeor datesfortherecordssought;and(3)subjectmatterorkeywordsrelatedtotherecords.Under theTPRA, recordrequestsmustbesufficientlydetailedtoenableagovernmentalentitytoidentifythespecificrecords sought.Assuch,yourrecordrequestmustprovideenoughdetailtoenabletherecordscustodianresponding tothe requesttoidentifythe specificrecords you areseeking. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature ofRequestorand Date Submitted

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature ofPublic RecordsRequest Coordinator andDate Received

INote,Tenn.CodeAnn. §10-7-504(a) (20) (C)permitscharging for redactionof privaterecords of a utility.

8

**PUBLICRECORDREQUESTRESPONSEFORM**

**MARSHALL COUNTY MEMORIAL LIBRARY**

DATE:

Requestor’s Name and Contact Information:

In responsetoyour recordsrequestreceived on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_],ouroffice is takingtheaction(s)1indicated below:

Thepublicrecord(s) responsive to yourrequest willbemade available forinspection: Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date &Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copies of publicrecord(s)responsive toyourrequest are: Attached;

Available for pickup atthefollowinglocation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;or

Beingdelivered via:USPS First-Class Mail ElectronicallyOther:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your requestis denied onthe followinggrounds:

Your request wasnotsufficientlydetailedtoenable identification ofthe specificrequestedrecord(s). You needto provide additionalinformationtoidentifytherequested record(s).

No suchrecord(s)exists orthis office does not maintain record(s)responsive to your request.

No proofofTennessee citizenship was presented with your request. Yourrequestwillbe reconsidered upon presentation ofan adequateformof identification.

You arenotaTennessee citizen.

You have not paidtheestimated copying/productionfees.

The followingstate,federal, or other applicablelaw prohibitsdisclosure oftherequested records: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

It is notpracticable forthe records you requestedto bemade promptlyavailable for inspection and/or copying because:

It hasnotyetbeen determined thatrecordsresponsive to your request exist;or

The office is still inthe processofretrieving, reviewing, and/or redactingtherequested records.

The time reasonablynecessaryto produce the record(s)or information and/or to make a determination of a proper responseto your requestis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Ifyou have anyadditionalquestions regardingyour recordrequest, please contactShakera Stanley, PRRC

Sincerely,

1If allrequestedrecordsdonothavethe same response, soindicate.

9

**POLICY CONSIDERATIONS**

TheTennesseeGeneralAssemblydeclaresthattheTennesseePublicRecordsAct(“TPRA”) “shallbebroadlyconstruedtogivethefullestpossibleaccesstopublicrecords.”SeeTenn.Code Ann.§10-7-505(d).Accordingly,unlessthereisaclearexceptionprovidedinlaw,allpublic recordsofagovernmental entity aretobe opentoTennesseecitizensforinspection.

Recordscustodians mustcomply withthe TPRA andtheir respectivepublicrecordspoliciesand rules.Tenn.CodeAnn.§10-7-506(a)grantsrecordscustodianstherighttoadoptandenforce reasonable rulesgoverning themaking ofcopies.

AdherencetotheModelPublicRecordsPolicydevelopedbytheOfficeofOpenRecordsCounsel (“OORC”)isnotmandatory.However,courtsmayconsideradherencetoguidanceprovidedby theOORCindeterminingwhetheradenialofaccesstopublicrecordsby arecordscustodianis willful.SeeTenn.CodeAnn.§10-7-505(g).Additionally,adherencetothepoliciesandguidelines oftheOORCprovidesa safeharborforrecordscustodians.SeetheOORC’sSafeHarborPolicy.

I.TheTPRAauthorizesagovernmentalentitytodeterminethefollowingwithrespecttoeach entity’s public records policy:

A.WhethertorespondtoTPRArequestsbypersonswhoarenotcitizensofTennessee;

B.Whethertorequiregovernment-issuedphotoidentificationasaprerequisiteto providingaccesstorecords;

C.Whether torequirerequests for copiestobe in writing and onaspecificform;

D.Whethertochargeforcopyingandduplicationcosts,includinglabor,whenrequestors askfor copies or duplicates;

E.Whether to waive copyingand duplication costs in certain circumstances;and

F.Whethertopermitrequestorstomakecopiesorduplicatesusingtheirowndevices, suchasacellphonecamera.(Notethatuseofrequestor-provideddevicessuchas flashdrives poseserioussecurityconcerns.)

II.Priortoadoptingapublicrecordspolicy,agovernmentalentityshouldconsideranddetermine the following:

A.Whoorwhatisthe“appropriategoverningauthority”responsibleforapprovalofthe policyas required byTenn.Code Ann.§10-7-503(g).

B.Whoorwhatsub-entitiesoroffices aretobecovered by thepolicy.

C.Whethertherearelegalrequirements,otherthantheTPRA,thatrequirethe governmental entitytoprovide public access to specificrecords.

D.Whatauthority,otherthanthe TPRA,existsforchargingfees forcopiesandwhether itis mandatoryordiscretionary.

1. Ifnoseparate authority existsforduplicationfeesorcopying fees,will feesbe assessedfor copies?

10

2. Willlaborbechargedwhenitexceedsone(1)hour(orwillthegovernmental entityuse a higherthreshold)?

3. Willwaiversbepermitted,andwhoshouldhavetheauthoritytomakethe decision to waive fees?

E.Who,withinthegovernmentalentity,are“recordscustodians,”whicharedefinedas “anyoffice,officialor employeeof anygovernmentalentitylawfullyresponsibleforthe directcustodyand care ofa public record”and whether there isa designated records officer orrecordsarchivist.

F.Whatrecordsthegovernmententitycreatesorreceivesthatarerequiredbylawor ordinance,orthat occurinthetransactionof officialbusiness,that wouldbesubjectto disclosure under theTPRA.

1. Aretherecordsproducedinphysicalorelectronicformatandwherearethey stored or maintained?

2. Ifelectronic,whatcapabilityexiststosearchandtosecurelyelectronically redact therecords?

3. Ifin physicalform, howare therecordsfiled orcross-referenced?

4. If onmicrofilm,microficheorother legacyformats, howare therecordsfiledor cross-referenced?Isequipmentavailable toaccess/readtherecords?

G.What,ifany,exemptionsapplytothegovernmentalentity’spublicrecordsorthe information inthe recordsmaking them confidential.

H.Whatmeansofcommunicationexistforthepublictocommunicatewiththe governmental entity.

I.What arethegovernmental entity’sexisting policies on:

1. Government transparency;

2. Howto respondtoTPRA requests, including whatfees tocharge;

3. Recordsmanagement,including:

a.Retention, maintenance,and destruction;

b.Recordsmade orreceived “off-site” orusingpersonaldevices;and

c.Monitoring of the accessibility and readability ofrecords;

4. Use ofemail andotherelectroniccommunicationand social media;

5. Use of personal devicesin the workplace;

6. Securing of recordsupon thedeparture ofanemployee/official; and

11

7. Disaster recoveryand planning.

J.What resources areavailablefor compliance with the TPRA.

1. Whatspaceis,orwillbe,availabletorequestorsforphysicalinspectionof records?

2. Isasecurecomputerterminal(thatdoesnotallowaccesstoconfidential records)availablefor public inspection ofelectronic records?

3. Whatisthegovernmentalentity’scapabilitytoduplicaterecords?If theentity doesnothaveinternalcapability,arethereexistingcontractswithvendorsor available duplication servicesto respondpromptlyto requests?

4. Whatstaffing andfunding is available?

K.Whatthegovernmentalentityhasorprovidesthatmaycontainorproducerecords accessible pursuant totheTPRA,including:

1. Portable electronic devices suchas cell phones, laptops, or tablets;

2. Voice mail;

3. Email accounts;

4. Websites;and

5. Social mediaaccounts, such as Facebookor Twitter.

L.Whoshould beappointed the PublicRecords RequestCoordinator(s).

1. How will the appointment be disclosed internallyand externally?

2. Whatauthorityexiststorequirerecordscustodianstorespondtothe coordinator?

M.WhetherTennesseecitizenshipwillberequiredforrequestsundertheTPRA,andif so:

1. WillvisualinspectionofaTennesseedriver’slicensesufficeorwillacopybe kept?

2. Whatformsofproofbeyonda Tennessee driver’slicense will be accepted?

N.Whetherrequestswillbeaggregated,whetherbyindividualrequestorsorrequestors actinginconcert.SeetheOORC’sReasonableChargesforFrequentandMultiple RequestsPolicy.

*SubmittedtoACOG*: November 8, 2016 *Effective*: January 20,2017

12