

**PUTNAM COUNTY  
REQUEST FOR PUBLIC RECORDS FORM**

\_\_\_\_\_  
**Person Receiving Request**

\_\_\_\_\_  
**Date and Time of Request**

\_\_\_\_\_  
**Person Making Request**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Description of Record(s) Being Requested**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**I, the undersigned, have read and understand the attached policy providing for the maintenance, preservation and protection of public records, and establishing procedures for accessing and copying open public records.**

**I agree to abide by all provisions of the resolution.**

\_\_\_\_\_  
**Signature of Person Making Request**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date and Time Request Completed**

**Fees for providing assistance for this request shall be in accordance with the fee schedule set forth in the attached Resolution.**

## **PROCEDURES & POLICY FOR ACQUIRING COPIES OF PUBLIC DOCUMENTS**

### **SECTION 1. Procedures regarding access and inspection of public records:**

**A. Consistent with the open records laws of the State of Tennessee, personnel of PUTNAM COUNTY shall provide full access and assistance in a timely and efficient manner to persons who request access to open records.**

**B. Employees of PUTNAM COUNTY shall protect the integrity and organization of public records with respect to the manner in which such records are inspected and copied. All inspections or copying of records shall be performed by, or under the supervision of, employees of PUTNAM COUNTY.**

**C. Personnel with PUTNAM COUNTY shall prevent excessive disruptions of essential functions and duties and shall seek to provide access to records within a reasonable time.**

**D. Requests for inspection or copying of records shall be made in writing on a form provided by PUTNAM COUNTY, a copy of which is attached hereto, and incorporated herein by reference. Such form shall be completed by the person requesting the record, and PUTNAM COUNTY employees may demand reasonable identification of any person requesting a record.**

**E. Hours for making requests for inspection or copying of records shall be the regular office hours of PUTNAM COUNTY.**

**F. Removal of records from PUTNAM COUNTY offices shall not be permitted.**

**G. Reproduction of records shall not be undertaken when in the judgment of personnel of PUTNAM COUNTY such reproduction would cause damage to the record.**

**H. If there is a question whether or not a record is privileged and not subject to copying, the County Attorney will be consulted.**

**I. If copies of personnel documents or other documents relating to the job performance of any individual employed by PUTNAM COUNTY are requested, it shall be the policy of PUTNAM COUNTY to notify which person involved, which documents have been copied and to whom they have been provided.**

**SECTION 2 Fees for inspection and copying of public records:**

**A. Fees for inspection and copying of records of PUTNAM COUNTY shall cover the cost of retrieving, supervising access and inspection, and reproduction of records. Such fees shall be as follows:**

- 1) Twenty-five (25 cents) per page for each photostatic copy provided by PUTNAM COUNTY.**
- 2) Actual personnel costs related to time spent retrieving and accessing records based upon each involved employee's effective hourly rate of pay, including benefits.**
- 3) Actual personnel costs related to time spent supervising inspection or reproduction of records based upon each involved employee's effective hourly rate of pay, including benefits.**

**B. All fees for purposes identified in Section 2A above, shall be due at the time such costs are incurred.**

**C. If multiple copies are requested or copies are requested that require more than minimal time for retrieval, Putnam County may require a reasonable deposit for the estimated cost set forth in paragraph A which must be paid before retrieval of the records or copying is commenced.**

**D. No reproduction fee shall be assessed when an employee of PUTNAM COUNTY determines that the cost of charging and handling the fee exceeds the cost of providing a copy without charge.**