

Cheatham County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 06/13/16
		Rescinds: 1.407	Issued: 12/07/15

1 The director of schools shall maintain all school district records required by law, regulation and board
2 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records
3 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may
4 request in writing and receive copies of open public records subject to the payment of reasonable
5 cost.^{1,2,3,4}

6 No records pertaining to individual students will be released for inspection by the public or any
7 unauthorized persons. In addition, information, records, and plans related to security and safety will not
8 be released for public inspection.¹¹

9 All requests to inspect or receive copies of records shall be submitted to the district's public records
10 request coordinator.¹² The public records request coordinator shall forward requests for inspection or
11 copies of records to the appropriate records custodian.¹²

12 **REQUESTS FOR INSPECTION²**

13 Citizens requesting to inspect public records shall submit their request and a government issued photo
14 identification card with the citizen's address to the district's public records request coordinator during
15 normal business hours. Requests may be made in person, in writing, or by electronic mail (email). The
16 coordinator shall submit the information to the appropriate records custodian. The records custodian
17 will contact the citizen and indicate when the records will be available to inspect.

18 If the records cannot be made available within seven (7) business days, the records custodian shall
19 provide a records production letter indicating the time needed to complete the request.

20 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
21 denial letter indicating the basis for the denial.

22 **REQUESTS FOR COPIES²**

23 Citizens requesting copies of public records shall complete and submit the Records Request Form and
24 a government issued photo identification card with the citizen's address to the district's public records
25 request coordinator during normal business hours. The coordinator shall submit the Records Request
26 Form to the appropriate records custodian.

27 The records custodian shall provide an estimate of the reasonable costs to produce the requested
28 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
29 Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to
30 determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing

1 the charges. The citizen shall pay the estimated reasonable costs prior to the district producing the
2 copies.

3 If the records cannot be made available within seven (7) business days, the records custodian shall
4 provide a records production letter indicating the time needed to complete the request.

5 If the request for copies is denied, the records custodian shall provide the citizen with a records request
6 denial letter detailing the basis for the denial.

7 **FREQUENT AND MULTIPLE REQUESTS**

8 When the total number of requests for copies made by a requestor within a calendar month exceeds
9 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
10 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
11 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The
12 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
13 Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
14 reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be
15 recorded.

16 **RECORDS RETENTION**

17 The director of schools and/or his designee(s) shall retain and dispose of school district records in
18 accordance with the following guidelines:^{2,4}

- 19 1. The director of schools and/or his/her designee(s) will determine if a particular record is of
20 permanent or temporary value in accordance with regulations promulgated by County Public
21 Records Commission and the Tennessee Institute for Public Services records manual;^{5,6}
- 22 2. Temporary value records which have been kept beyond the required time may be recommended
23 to the Public Records Commission for destruction;^{7,8}
- 24 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
25 transferred to the State Library and Archives. The temporary value records rejected by the State
26 Library and Archives may be transferred to another institution or destroyed;^{7,8,9}
- 27 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
28 director of schools desires to destroy the original permanent record, these records must be
29 reproduced by microfilming or some other permanent reproduction method. Permission to
30 destroy any original permanent record after microfilming follows the same procedure noted
31 above for temporary records;^{6,8} and
- 32 5. The director of schools shall establish procedures to safeguard against the unlawful destruction,
33 removal or loss of records.¹⁰

1 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹³

2 Malina Taylor
3 102 Elizabeth Street
4 Ashland City, TN 37015
5 (615) 792-5664

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)
12. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
13. Public Acts of 2016, Chapter No. 722

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

PUBLIC RECORDS REQUEST FORM

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.

To: Cheatham County School District
Malina Taylor, District Public Records Request Coordinator
102 Elizabeth Street
Ashland City, TN 37015
(615) 792-5664

From: Requestor's Name and Contact Information (include an address for any TPRA required written response):

Is the requestor a Tennessee citizen? Yes No

Request: Inspection (The TPRA does not permit fees or require a written request for inspection only¹.)
 Copy/Duplicate

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: _____.

Delivery preference: On-Site Pick-Up USPS First-Class Mail
 Electronic Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor and Date Submitted

Signature of Public Records Request Coordinator and Date Received

Signature of Public Records Custodian

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

Cheatham County School District
102 Elizabeth Street
Ashland City, TN 37015

[Date] _____

[Requestor's Name and Contact Information] _____

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

- ☐ 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 ☐ Electronically ☐ 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 [Records Custodian or Public Records Request Coordinator].

Sincerely,

Malina Taylor, District Public Records Request Coordinator
(615) 792-5664

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