



**PUBLIC RECORDS POLICY FOR  
SEQUATCHIE COUNTY  
(Adopted: April 20, 2017)**

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the Sequatchie County is hereby adopted by the Sequatchie 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, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours, which for public hospitals shall be during the business hours of their administrative offices, 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). Accordingly, the public records of the Sequatchie County are presumed to be open for inspection unless otherwise provided by law.

Personnel of Sequatchie County 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 Sequatchie County, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator which is the elected official in each of the offices in Sequatchie County or to the Tennessee Office of Open Records Counsel ("OORC"). This Policy is available for inspection and duplication in the office of the county clerk.

**Request for Inspection**

Public record requests shall be made to the Public Records Request Coordinator ("PRRC") in each office or his/her designee in order to ensure public record requests are fulfilled in a timely manner. Requests for inspection may be made orally or in writing using the attached Form at the office which holds said record or by phone at the office who holds the record. A. There shall be no charge for inspection of open public records unless a law expressly requires an inspection charge. The location for inspection of records within the offices of Sequatchie County Government will be in the office of the record holder. Under reasonable circumstances, the PRRC or a records custodian may require an appointment for inspection of records. If an appointment is needed, or hours for inspection are less than the full business hours, the requestor will need to make plans to come back on the next business day. See below for a list of PRRC's.

**Request for Copies**

Requests for copies, or requests for inspection and copies, may be made in writing using the attached form at office which is the holder of requested record. (Form is attached per required per Tenn. Code Ann. § 10-7-503(g).) Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of ID) may be required as a condition

to inspect or receive certain copies of public records. Public Notices of meetings are posted on the courthouse doors and a public notice is placed in the Dunlap Tribune. County Commission meeting minutes as well as county policies are filed in the county clerk's office. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable. Copies will be available for pickup at a location specified by the records custodian. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service. Additional permitted means of delivery such as email may be available in some county offices. Requestor would need to ask the PRRC for that individual office. A requestor will not be allowed to make copies of records with personal equipment.

## **Redaction**

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 Office of Attorney General. 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.

## **The designated PRRCs are:**

### **County Executive**

D. Keith Cartwright  
P.O. Box 22  
22 Cherry Street  
Dunlap, TN 37327  
P 423-949-3479  
F 423-949-2579  
[seqexec@bledsoe.net](mailto:seqexec@bledsoe.net)

### **Election Office**

Jerrie Hickey  
68 Spring Street  
Dunlap, TN 37327  
P 423-949-2431  
F 423-949-8396  
[segelection@bledsoe.net](mailto:segelection@bledsoe.net)

### **Assessor of Property**

James Condra  
P.O. Box 656  
22 Cherry Street  
Dunlap, TN 37327  
P 423-949-3534  
F 423-949-5004  
[james.condra@cot.tn.gov](mailto:james.condra@cot.tn.gov)

### **Highway Department**

Tommy Sims  
P.O. Box 266  
139 State Street  
Dunlap, TN 37327  
P 423-949-2135

### **Clerk & Master**

Tommy Goins  
P.O. Box 1651  
22 Cherry Street  
Dunlap, TN 37327  
P 423-949-3670

### **Register of Deeds**

Kendra Boyd  
68 Spring Street  
P.O. Box 174  
Dunlap, TN 37327  
P 423-949-2512  
F 423-949-6554  
[segregister@bledsoe.net](mailto:segregister@bledsoe.net)

**Circuit Court Clerk**

Karen Millsaps  
351 Fredonia Road  
Dunlap, TN 37327  
P 423-949-2618  
[Karen.Millsaps@tscmail.state.tn.us](mailto:Karen.Millsaps@tscmail.state.tn.us)

**Sheriff**

Ronnie Hitchcock  
251 Fredonia Road  
Dunlap, TN 37327  
P 423-949-7750  
F 423-949-5827  
[seqsheriff@bledsoe.net](mailto:seqsheriff@bledsoe.net)

**County Court Clerk**

Charlotte Cagle  
22 Cherry Street  
P.O. Box 248  
Dunlap, TN 37327  
P 423-949-2522  
F 423-949- 6316  
[charlotte.cagle@tn.gov](mailto:charlotte.cagle@tn.gov)

**Trustee**

Larry Lockhart  
22 Cherry Street  
P.O. Box 715  
Dunlap, TN 37327  
P 423-949-2526

The PRRC(s) shall report to the governing authority on an annual basis about the Governmental Entity's compliance with the TPRA pursuant to this Policy and shall make recommendations, if any, for improvement or changes to this Policy.

**Records Custodians**

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. 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 based on the form developed by the OORC. 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 using the Public Records Request Response Form. 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 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. 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 practicable.

## **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. No charges will be assessed for viewing records. Records custodians may provide requestors with an estimate of the charges upon request prior to producing copies of records and may require pre-payment of such charges before producing requested records. When fees for copies and labor do not exceed \$1.00, the fees may be waived. Fees associated with aggregated records requests will not be waived. Fees and charges for copies are as follows (if higher than the amounts authorized by the OORC Schedule of Reasonable Charges, documentation should be attached):

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. Other: specialty documents for certain offices such as maps, plats, etc. addressed in office specific policy.
4. Labor when time exceeds 1 hour.
5. If an outside vendor is used, the actual costs assessed by the vendor.

Payment is to be made in cash or by personal check payable to the office which holds the record and presented to the records custodian upon compilation of records. Most fee offices within the county also accept credit card payment for copies.

## **Aggregation of Frequent and Multiple Requests**

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



SEQUATCHIE COUNTY EXECUTIVE  
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: Sequatchie County Executive  
D. Keith Cartwright, Public Records Request Coordinator  
22 Spring Street  
Dunlap, TN 37327  
(423) 949-3479 phone (423)949-2579 fax  
[seqexec@bledsoe.net](mailto:seqexec@bledsoe.net)

From: Requestor's Name \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Is the requestor a Tennessee citizen?  Yes  No

Request:  Inspection  
 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.

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\_\_\_\_\_ Signature of Requestor and Date Submitted

\_\_\_\_\_ Signature of Public Records Request Coordinator

\_\_\_\_\_ Date Received

PUBLIC RECORD REQUEST RESPONSE FORM



Sequatchie County Executive  
D. Keith Cartwright, Public Records Request Coordinator  
22 Spring Street  
Dunlap, TN 37327  
(423) 949-3479 phone (423)949-2579 fax  
[seqexec@bledsoe.net](mailto:seqexec@bledsoe.net)

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)<sup>1</sup> 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 me at 423-949-2512 or P.O. Box 174 Dunlap, TN 37327.

Sincerely,

Sequatchie County Executive  
D. Keith Cartwright, Public Records Request Coordinator  
22 Spring Street  
Dunlap, TN 37327  
(423) 949-3479 phone (423)949-2579 fax  
[seqexec@bledsoe.net](mailto:seqexec@bledsoe.net)

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