

Hamilton County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 06/15/17
		Rescinds:	Issued:

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

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

9 All requests to inspect or receive copies of records shall be submitted to the Assistant Superintendent for Human
10 Resources, the district's public records request coordinator and records custodian.¹²

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12 Prior to producing any record, the records custodian shall ensure confidential information is redacted. Original
13 documents remain intact and confidential information in copies produced for a requestor shall be redacted. The
14 director of schools shall develop a procedure to redact confidential information.

15 **REQUESTS FOR INSPECTION**²

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17 Requests for inspection must allow 48 hours for reproduction and redaction of records. Citizens requesting to
18 inspect public records shall submit their request and a government issued photo identification card with the
19 citizen's address to the district's public records request coordinator during normal business hours. Requests may
20 be made in person, in writing, or by electronic mail (email). The coordinator shall submit the information to the
21 appropriate records custodian. The records custodian will contact the citizen and indicate when the records will
22 be available to inspect.

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

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

29 **REQUESTS FOR COPIES**²

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31 Citizens requesting copies of public records shall complete and submit the Records Request Form and a
32 government issued photo identification card with the citizen's address to the district's public records request
33 coordinator during normal business hours. The coordinator shall submit the Records Request Form to the
34 appropriate records custodian.
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1 The records custodian shall provide an estimate of the reasonable costs to product the requested records. The
2 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found
3 at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. The
4 records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the
5 estimated reasonable costs by cash, money order, or cashier's check prior to the district producing the copies.
6 "Reasonable charges" shall include per-copy costs and labor exceeding one hour.

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

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

11 **FREQUENT AND MULTIPLE REQUESTS**

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

19 **RECORDS RETENTION**

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

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

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1 5. The director of schools shall establish procedures to safeguard against the unlawful destruction, removal
2 or loss of records.¹⁰
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31 Legal Refernces:

- 32 1 TCA 49-2-301(b)(1)(CC)
- 33 2 TCA 10-7-503
- 34 3 TCA 10-7-506(a)
- 35 4 TCA 49-2-104
- 36 5 TCA 10-7-401
- 37 6 TCA 10-7-406
- 38 7 TCA 10-7-404
- 39 8 TCA 10-7-413
- 40 9 TCA 10-7-414
- 41 10 TCA 39-16-504
- 11 TCA 10-7-504(p)

Cross References:

- Financial Reports and Records 2.701
- Personnel Records 5.114
- Student Records 6.600