

Hardin County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: <h2 style="text-align: center;">School District Records</h2>	Descriptor Code: 1.407	Issued Date: 12/11/17
		Rescinds: 1.407	Issued: 11/13/17

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
 8 not 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/records custodian.¹²

11 Prior to producing any record, the records custodian shall ensure confidential information is redacted.

12 Original documents remain intact and confidential information in copies produced for a requestor shall
 13 be redacted. The director of schools shall develop a procedure to redact confidential information.

14 DISTRICT PUBLIC RECORS REQUEST COORDINATOR/RECORDS CUSTODIAN:¹⁴

15 Mrs. Kristen Tomlinson – Administrative Assistant
 16 155 Guinn Street
 17 Savannah, TN 38372
 18 731-925-3943
 19 Kristen.Tomlinson@hctnschools.com

20 **REQUESTS FOR INSPECTION²**

21 Citizens requesting to inspect public records shall submit their request and a government issued photo
 22 identification card with the citizen’s address to the district’s public records request coordinator during
 23 normal business hours. Requests may be made in person, by telephone, fax, mail, email, or internet
 24 portal if available. The coordinator shall submit the information to the appropriate records custodian.
 25 The records custodian will contact the citizen and indicate when the records will be available to
 26 inspect.

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

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

3 **REQUESTS FOR COPIES²**

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

8 The records custodian shall provide an estimate of the reasonable costs to produce the requested
9 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
10 Reasonable Charges found at <http://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to
11 determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing
12 the charges. The citizen shall pay the estimated reasonable costs by cash payment prior to the district
13 producing the copies.

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

16 If the request for records is denied, the records custodian shall provide the citizen with a records
17 request denial letter detailing the basis for the denial.

18 **FREQUENT AND MULTIPLE REQUESTS**

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

27 **DENYING REQUESTS FOR NONCOMPLIANCE¹³**

28 *Requests to Inspect a Public Record*

29 The district shall deny a request to inspect a public record from any citizen that has:

- 30 a. made two (2) or more request to inspect a public record within a six-month period; and
- 31 b. for each request failed to view the record within fifteen (15) business days of receiving
32 notification that the record was available.

33 Requests from this citizen shall be denied for up to six (6) months from the date of the second records request.
34 The district's public records request coordinator may waive this denial if he/she determines that failure to view
35 the record was for good cause.

1 *Requests for Copies of Public Records*

2 The district shall deny a request for copies of a public record from any citizen that has:

- 3 a. been provided with an estimate of the reasonable cost to produce the requested records;
4 b. agrees to pay such estimated reasonable cost prior to production of the records; and
5 c. fails to pay the actual cost after the records have been produced,

6 Additional requests from this citizen shall be denied until the original cost is paid.

7 **RECORDS RETENTION**

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

- 10 1. The director of schools and/or his/her designee(s) will determine if a particular record is of permanent or
11 temporary value in accordance with regulations promulgated by County Public Records Commission
12 and the Tennessee Institute for Public Services records manual;^{5,6}
13
- 14 2. Temporary value records which have been kept beyond the required time may be recommended to the
15 Public Records Commission for destruction;^{7,8}
16
- 17 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred
18 to the State Library and Archives. The temporary value records rejected by the State Library and
19 Archives may be transferred to another institution or destroyed;^{7,8,9}
20
- 21 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the director of
22 schools desires to destroy the original permanent record, these records must be reproduced by
23 microfilming or some other permanent reproduction method. Permission to destroy any original
24 permanent record after microfilming follows the same procedure noted above for temporary records;^{6,8}
25 and
- 26 5. The director of schools shall establish procedures to safeguard the unlawful destruction, removal or loss
27 of records.¹⁰

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503; Public Acts of 2017, Chapter No.233
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7406
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/form.asp>.*
13. Public Acts of 2017, Chapter No. 233
14. TCA 10-7-503(g) (4)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600