

Alamo City Board of Education			
Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 07/12/16
		Rescinds: 1.407	Issued: 02/04/02

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 principal, the district’s public
10 records request coordinator and 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 **REQUESTS FOR INSPECTION²**

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

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

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

24 **REQUESTS FOR COPIES²**

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

29 The records custodian shall provide an estimate of the reasonable costs to produce the requested
30 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of

1 Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to
2 determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing
3 the charges. The citizen shall pay the estimated reasonable costs by cash and/or money order prior to
4 the district producing the copies.

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

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

9 **FREQUENT AND MULTIPLE REQUESTS**

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

18 **RECORDS RETENTION**

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

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

1 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹³

2 Melissa Helton
3 Principal
4 731-696-54515
5 heltonm@alamoschool.org

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