

Hamblen County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 07/11/17
		Rescinds: 1.407	Issued: 04/25/13

1 The director of schools shall maintain all school system records required by law, regulation, and board
2 policy. Any citizen of Tennessee, state official, or other authorized person shall be permitted, upon
3 written request, at a reasonable time, to inspect all records maintained by the school district unless
4 otherwise prohibited by law, regulation, or board policy. A person who has the right to inspect a
5 record may request and receive copies of the documents subject to the payment of reasonable cost.^{1,2,3,4}
6 The names of persons inspecting records and the date of inspection shall be recorded.

7 No records pertaining to individual students will be released for inspection by the public or any
8 unauthorized persons.¹¹

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

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

29 All requests to inspect or receive copies of records shall be submitted to the director of schools, the
30 district's public records request coordinator and records custodian.¹²

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

1 **REQUESTS FOR INSPECTION²**

2 Citizens requesting to inspect public records shall submit their request and a government issued photo
3 identification card with the citizen's address to the district's public records request coordinator during
4 normal business hours. If the person does not possess a photo identification, other forms of
5 identification acceptable to the records custodian shall be required. Requests may be made in person
6 or in writing. The coordinator shall submit the information to the appropriate records custodian. The
7 records custodian will contact the citizen and indicate when the records will be available to inspect and
8 no charges shall be assessed to view a public record.

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

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

13 **REQUESTS FOR COPIES²**

14 Citizens requesting copies of public records shall complete and submit the Records Request Form and
15 a government issued photo identification card with the citizen's address to the district's public records
16 request coordinator during normal business hours. If the person does not possess a photo identification,
17 other forms of identification acceptable to the records custodian shall be required. The coordinator
18 shall submit the Records Request Form to the appropriate records custodian.

19 The records custodian shall provide an estimate of the reasonable costs to produce the requested
20 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
21 Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to
22 determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing
23 the charges. The citizen shall pay the estimated reasonable costs by cash, check, or money order prior
24 to the district producing the copies.

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

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

29 **FREQUENT AND MULTIPLE REQUESTS**

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

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 10-7-406
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>.

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600