

Tipton County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 12/14/17
		Rescinds: 1.407	Issued: 08/10/17

1 The director of schools shall maintain all school system records required by law, regulation and board
2 policy. Any citizen of Tennessee shall be permitted, upon written request, and during normal business
3 hours, to inspect all records maintained the school district unless other-wise prohibited by law, regulation
4 or board policy. A person who has the right to inspect a record may request and receive copies of the
5 documents subject to the payment of reasonable cost.^{1,2,2,4} The names of persons inspecting records and
6 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. In addition, information, records, and plans related to security and safety will not
9 be released for public inspection.¹¹

10 All requests to inspect or receive copies of records shall be submitted to the district's public records
11 request coordinator, which is the Director of Instruction.¹²

12 The public records request coordinator shall forward requests for inspection or copies of records to the
13 appropriate records custodian.¹²

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

17 **REQUESTS FOR INSPECTION²**

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

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

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

27 **REQUESTS FOR COPIES²**

28 Citizens requesting copies of public records shall complete and submit the Records Request Form and a
29 government issued photo identification card with the citizen's address to the district's public records

1 request coordinator during normal business hours. The coordinator shall submit the Records Request
2 Form to the appropriate records custodian.

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

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

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

13 **FREQUENT AND MULTIPLE REQUESTS**

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

21 **RECORDS RETENTION**

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

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

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

3 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR:**¹³

4 Director of Instruction
5 Tipton County Schools
6 P.O. Box 486
7 Covington, TN 38019

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