

Greeneville City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Last Approved: 12/14/17
		Rescinds: 1.407	Issued: 08/23/16

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 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 Administrative Assistant to
10 the Director of Schools, the district's public records request coordinator.¹² The public records request
11 coordinator shall forward requests for inspection or copies of records to the Human Resources Director,
12 the district's public records custodian.¹²

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

16 **REQUESTS FOR INSPECTION²**

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

22 If the records cannot be made available within seven (7) business days, the records custodian shall
23 provide a records production letter indicating the time needed to complete the request. If the request to
24 inspect is denied, the records custodian shall provide the citizen with a records request denial letter
25 indicating the basis for the denial.

26 **REQUESTS FOR COPIES²**

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

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

7 If the records cannot be made available within seven (7) business days, the records custodian shall
8 provide a records production letter indicating the time needed to complete the request. If the request for
9 copies is denied, the records custodian shall provide the citizen with a records request denial letter
10 detailing the basis for the denial.

11 **FREQUENT AND MULTIPLE REQUESTS**

12 When the total number of requests 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 the copies
14 of the requested records. Prior to charging a reasonable fee, the requestor shall be notified of this
15 policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee
16 Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found
17 at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable
18 cost. Further, the names of persons inspecting records and the date of inspection shall be recorded.

19 **DENYING REQUESTS FOR NONCOMPLIANCE¹³**

20 *Requests to Inspect a Public Record*

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

- 22 a. made two (2) or more requests to view a public record within a six-month period; and
23
24 b. for each request failed to view the record within fifteen (15) business days of receiving
25 notification that the record was available.

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

29 *Requests for Copies of Public Records*

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

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

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

1 RECORDS RETENTION

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

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

23 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR:¹⁴

24 Administrative Assistant to the Director of Schools
25 (423) 787-8014 • Nicole.Wagner@gcschools.net

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>.
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