

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

1.4

Effective Date: *August 26, 2013*

Revised Date: *January 5, 2018*

Section: *Board Operations*

Subject: *Requests for Information*

Related Policy: 1.407 School District Records

I. DEFINITIONS

II. PROCEDURES

- Any citizen of Tennessee requesting copies or to inspect public records shall submit their request and a government issued photo identification card with citizen's address to the district's public records request coordinator during normal business hours. Requests may be made in person or by telephone, fax, mail, or email.
- The records custodian or other authorized representative of the Board shall respond to the request within seven (7) business days to advise the requester of the status of their request in accordance with State law. If the records cannot be made available within that time, the records custodian shall provide a records production letter indicating the time needed to complete the request. If the request is denied, the records custodian shall provide the citizen with a records request denial letter detailing the basis for the denial.
- All personal/confidential information will be redacted prior to issuing records to the requester.
- The requester may be required to pay the cost of copies required to fulfill their request. These reasonable charges shall be calculated at the rate prescribed by the Schedule of Reasonable Charges as produced by the Tennessee Office of Open Records Counsel as from time to time amended.
- When the total number of requests made by a requester within a calendar month exceeds four (4), the requester may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records.
- The names of persons inspecting records and the date of inspection shall be recorded.

III. ATTACHMENTS

Public Records Request Form

Signature on File

Jacob Sorrells, Director of Schools