

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

1.4

Effective Date: *August 26, 2013*

Revised Date:

Section: *Board Operations*

Subject: *Requests for Information*

Related Policy: 1.407 School Board Records

I. DEFINITIONS

II. PROCEDURES

- Any citizen of Tennessee, state official or other authorized person shall be permitted, upon request to the Custodian of Records (delivered in person or via U.S. Mail), at a reasonable time, to inspect or receive all records maintained by the school district unless otherwise prohibited by law, regulation or board policy.
- 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.
- The requestor may be required to pay the cost of copies and/or the cost of labor required to fulfill their request, among other reasonable charges that may be incurred. 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 requestor within a calendar month exceeds 4, but the time to produce the record requested each time is less than one (1) hour threshold necessary to charge a reasonable fee, the Board may begin to charge the requestor a fee for any and all labor that is reasonably necessary to produce the copies of the requested records after informing the requestor that the aggregation limit has been met.
- 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