PUBLIC RECORDS REQUEST FORM A
CITY OF LEWISBURG

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To: City Recorder, Lewisburg City Hall, 131 E. Church Street, Lewisburg, Tennessee 37091

From: Name:
Address:
City: State: Zip:
Phone (where you can be reached):
E-mail Address:

Is the requestor a Tennessee citizen? ❑ Yes ❑ (Proof of TN Citizenship required. A copy must be presented with request form, ex. copy of TN Drivers License).

Request: ❑ Inspection (The TPRA does not permit fees or require a written request for inspection only.[1])

❑ Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed ($.15 per copy b/w or $.50 per copy color)
$ _____? If so, initial here: _____.

Delivery preference: ❑ On-Site Pick-Up ❑ USPS First-Class Mail
❑ Electronic ❑ Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

_____
_____
_____
_____
_____
_____
_____

_____
Signature of Requestor & Date

_____/_____
Submitted Signature of PRRC or Designee & Date Received

[1] Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

PUBLIC RECORDS POLICY FOR CITY OF LEWISBURG

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the City of Lewisburg is hereby adopted by the City Council to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. *See* Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of the City of Lewisburg are presumed to be open for inspection unless otherwise provided by law.

Personnel of the City of Lewisburg shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the City of Lewisburg, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for the City of Lewisburg or to the Tennessee Office of Open Records Counsel ("OORC").

This Policy is available for inspection and duplication in the office of the City Recorder. Additionally, this Policy is posted online at lewisburgtn.gov. This Policy shall be reviewed periodically as needed.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of the City of Lewisburg.

I. Definitions:

A. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. *See* Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.

B. Public Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. *See* Tenn. Code Ann. § 10-7-503(a)(1)(A).

C. Public Records Request Coordinator: The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. *See* Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.

D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records

A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.

B. Requests for inspection only cannot be required to be made in writing. The PRRC will request a mailing address and/or e-mail address from the requestor for providing any written communication required under the TPRA.

C. Requests for inspection may be made orally or in writing on Form A at Lewisburg City Hall, 131 E. Church Street, Lewisburg, Tennessee 37091, or by phone at 931-359-1544,

D. Requests for copies, or requests for inspection and copies, shall be made in writing on Form A in person or by mail at Lewisburg City Hall, 131 E. Church Street, Lewisburg, Tennessee 37091.

E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or alternative acceptable form of ID is required as a condition to inspect or receive copies of public records.

III. Responding to Public Records Requests

A. Public Record Request Coordinator

1. The PRRC shall review public record requests and make an initial determination of the following:

    a. If the requestor provided evidence of Tennessee citizenship;

    b. If the records requested are described with sufficient specificity to identify them; and

    c. If the City is the custodian of the records.

2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):

    a. Advise the requestor of this Policy and the elections made regarding:

        i. Proof of Tennessee citizenship;

        ii. Form(s) required for copies;

        iii. Fees (and labor threshold and waivers, if applicable); and

        iv. Aggregation of multiple or frequent requests.

    b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:

        i. The requestor is not, or has not presented evidence of being, a Tennessee citizen;

ii. The request lacks specificity;

iii. An exemption makes the record not subject to disclosure under the TPRA;

iv. The City is not the custodian of the requested records; or

v. The records do not exist.

c. If appropriate, contact the requestor to see if the request can be narrowed.

d. Forward the records request to the appropriate records custodian in the City of Lewisburg.

3. The designated PRRC is:

a. City Recorder

b. Contact information: Lewisburg City Hall, 131 E. Church Street, Lewisburg, Tennessee 37091 or by phone at 931-359-1544.

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, counsel, or the OORC.

2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form which is attached as Form B, based on the form developed by the OORC.

3. If a records custodian denies a public record request, he or she shall deny the request in writing as provided in Section III.A.2.b and may use the Public Records Request Response Form B.

4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall use the Public Records Request Response Form B to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.

5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The records custodian and the PRRC may also consult with the OORC.

2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

   Confidential personnel information as listed in T.C.A. 10-7-504 and all future amendments, and any future relevant public acts, shall be redacted. The list includes but is not limited to, the following:

   1) Drivers license numbers if:
      a. It is the current or former employee or family member's drivers license number in the personnel file (unless driving is part of job description).
      b. It is on an accident report.
      c. The number comes from the motor vehicle database.

   If the drivers license number does not come from the motor vehicle database, it does not have to be redacted.

   2) The following records or information of any state, county, municipal or other public employee, or of any law enforcement officer commissioned pursuant to § 49-7-118, in the possession of a governmental entity or any person in its capacity as an employer shall be treated as confidential and shall not be open for inspection by members of the public:
      a. Home telephone and personal cell phone numbers;
      b. Bank account information;
      c. Social Security number;
      d. (i) Residential information, including street address, city, state, and zip code, for any state employee; and
         (ii) Residential street address for any county, municipal or other public employee;
      e. Driver license information except where driving or operating a vehicle is part of the employee's job description or job duties or incidental to the performance of the employee's job; and
      f. The information listed in 2 a-e of immediate family members or household members.
      g. 1) a, (i) All law enforcement personnel information in the possession of any entity or agency in its capacity as an employer, including officers commissioned pursuant to § 49-7-118, shall be open for inspection as provided in § 10-7-503(a), except personal information shall be redacted where there is a reason not to disclose as determined by the chief law enforcement officer or the chief law enforcement officer's designee. For purposes of this section, personal information shall include the officer's residential address, home and personal cellular telephone number; place of employment, name, work address and telephone numbers of the officer's immediate family; name, location, and

telephone number of any educational institution or daycare provider where the officer's spouse or child is enrolled.

IV. Inspection of Records

A. There shall be no charge for inspection of public records. However, where the public records requested are electronic records, and the records are not in the format requested by the requester and special computer programs must be created to retrieve the records in the requested format, the department head shall estimate the cost of creating the programs, including the time an labor of the city employees based upon their hourly pay rate, but not counting social security, insurance and other benefits. The requester shall pay to the city the estimated cost of the special programs before the records are compiled in the requested format. If the cost of the special program exceeds the amount previously paid by the requester, he or she shall pay the balance to the city prior to the inspection of the records in the requested format. If the cost of the special programs is less than the amount previously paid by the requester, the city shall refund the requester the difference upon the delivery of the records for inspection.

If the requester is a public official, the city may waive the costs of creating special programs.

Custody of Records: The city's records shall remain in the physical custody of the city recorder and/or department head, and on the city's premises, at all times.

B. The location for inspection of records within the offices of the City of Lewisburg shall be determined by either the PRRC or the records custodian.

C. When a reasonable basis exists, the PRRC or a records custodian may require an appointment for inspection.

V. Copies of Records

A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.

B. Copies will be available for pickup at Lewisburg City Hall or wherever records are located.

C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.

D. A requestor will not be allowed to make copies of records with personal equipment.

VI. Fees and Charges and Procedures for Billing and Payment

Fees and charges for copies of public records should not be used to hinder access to public records.

A. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.

B. When fees for copies and labor do not exceed $5.00 the fees may be waived.

Requests for waivers for fees above $5.00 must be presented to the City Manager, who is authorized to determine if such waiver is in the best interest of City of Lewisburg and for the

public good. Fees associated with aggregated records requests will not be waived.

C. Fees and charges for copies are as follows:

1. $0.15 per page for letter- and legal-size black and white copies.

2. $0.50 per page for letter- and legal-size color copies.

3. The actual cost of any other medium upon which a record/information is being produced.

4. Labor when time exceeds one (1) hour.

5. If an outside vendor is used, the actual costs assessed by the vendor.

D. Payment is to be made in cash, by personal check, or by credit card payable to the City and presented to City Recorder.

E. Payment in advance will be required when costs are estimated to exceed $5.00.

F. Aggregation of Frequent and Multiple Requests

1. The City of Lewisburg will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).

2. If more than four (4) requests are received within a calendar month:

a. Records requests will be aggregated at the City level even if request are made to different departments of the City.

b. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the records custodian will inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.

c. Requests for items that are routinely released and readily accessible are exempt from this policy. These records include, but are not limited to: agendas for current calendar month meetings and approved minutes from meetings held in the previous calendar month.

SECTION 2. Repealer. Any resolutions, policies, or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict only as pertaining to the subject matter of this resolution.

SECTION 3. Severability. If a part of this resolution is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of this resolution is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

SECTION 4. Effective Date. This resolution shall become effective upon passage, the public welfare requiring it.