

## BLOUNT COUNTY CLERK PUBLIC OPEN RECORDS POLICY

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345 COURT STREET MARYVILLE, TN. 37804 ~ (865)273-5800 ~  
[www.blounttn.org](http://www.blounttn.org)

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for Blount County Clerk is hereby adopted by the Blount County Board of Commissioners 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, which for public hospitals shall be during the business hours of their administrative offices, 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 Blount County Government are presumed to be open for inspection unless otherwise provided by law.

Personnel of the Blount County Clerk 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 open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of Blount County Government, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for the Blount County Clerk's Office or to the Tennessee Office of Open Records Counsel ("OORC").

This Policy is available for inspection and duplication in the office of the Blount County Clerk's Office. This Policy is posted online at <http://www.blounttn.org/> and Blount County Government's main office location. This Policy shall be reviewed annually.

### 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 County Clerk 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 are not required to be made in writing. The PRRC should request a mailing or email address from the requestor for providing any written communication required under the TPRA.
- C. Requests for copies shall be made in writing utilizing the attached Public Records Request Form and mailed or delivered in person to the Blount County Clerk 345 Court Street, Maryville, TN 37804 or by phone at 865-273-5800.
- D. A requestor does not need to submit a public records request to obtain copies of their own records.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of ID) may be required as a condition to receive copies of public records.
- F. Some documents in the office of the County Clerk of Blount County, Tennessee are posted in various locations at its website – [www.blounttn.org](http://www.blounttn.org) – and are readily available without needing to submit a request.

## III. Responding to Public Records Requests

### A. Blount County Clerk

1. The Blount County Clerk shall review public record requests and make an initial determination of the following:
  - a. If the records requested are described with sufficient specificity to identify them; and
  - b. If the Governmental Entity is the custodian of the records.

2. The Blount County Clerk 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 request lacks specificity. (Offer to assist in clarification)
    - ii. An exemption makes the record not subject to disclosure under the TPRA. (Provide the exemption in written denial)
    - iii. The Governmental Entity is not the custodian of the requested records.
    - iv. 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 Blount County Government.
  - e. If requested records are in the custody of a different governmental entity, and the County Clerk Records Request Coordinator knows the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity if known.
3. The designated PRRC is:
  - a. Gaye Hast y , Blount County Clerk
  - b. Contact information: 345 Court Street, Maryville, TN 37804 \_  
865-273-5800

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, 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 using the Public Records Request Response Form.
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 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.
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.

#### IV. Inspection of Records

- A. There shall be no charge for inspection of open public records. An appointment is required for inspection.
- B. The location for inspection of records within the offices of the Blount County Clerk is 345 Court Street, Maryville, TN 37804.
- C. Records are available for inspection during business hours which are Monday through Friday 8:00am until 4:30 pm. Exceptions would be inclement weather or for all holidays which are posted on the [www.blounttn.org](http://www.blounttn.org) website.

#### 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 a location specified by the records custodian.
- C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service and/or email.
- D. A requestor will not be allowed to make copies of records with personal equipment, unless, copies are allowed to be made with personal equipment pursuant to and in accordance with T.C.A. 10-7-506(a).

#### VI. Fees and Charges and Procedures for Billing and Payment

- A. Fees and charges for copies of public records should not be used to hinder access to public records.
- B. Records custodians shall provide requestors with an itemized estimate of the charges using attached Form prior to producing copies of records and may require pre-payment of such charges before producing requested records.
- C. Requests for waivers for fees must be presented to the Blount County Clerk, who is authorized to determine if such waiver is in the best interest of Blount County and for the public good.
- D. Fees and charges for copies are as follows approval of including in accordance with and pursuant to T.C.A. 10-7-506(c):
  - 1. \$0.15 per page for letter- and legal-size black and white copies if available and applicable.
  - 2. \$0.50 per page for letter- and legal-size color copies if available and applicable.

3. Other: Add other offices that have statutory authority to charge more pursuant to T.C.A. 8-21-401, T.C.A. 8-21-701, and 8-21-1001.

4. Labor when time exceeds 1 hour.

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

E. No duplication costs will be charged for requests for less than \$1.00.

F. Acceptable payment methods are as normal course of business with Blount County Government: in cash, by personal check, by credit card, payable to Blount County presented to PRRC.

G. Payment in advance will be required when costs are estimated to exceed \$25.00.

I. Aggregation of Frequent and Multiple Requests

1. Blount County Government 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 aggregating:

a. The level at which records requests will be aggregated is Blount County Government (whether by agency, entity, department, office or otherwise).

b. The PRRC is responsible for making the determination that a group of individuals are working in concert.

**PUBLIC RECORDS REQUEST FORM**

*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:** [Insert Governmental Entity Name and Name and Contact Information for the Public Records Request Coordinator]

**From:** [Insert Requestor’s Name and Contact Information (include an address for any TPRA required written response)]

**Is the requestor a Tennessee citizen?**  Yes  No

- Request:**  Inspection (The TPRA does not permit fees or require a written request for inspection only<sup>i</sup>.)  
 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 \$\_\_\_\_\_? 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.

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\_\_\_\_\_  
Signature of Requestor and Date Submitted

\_\_\_\_\_  
Signature of Public Records Request Coordinator and Date Received

<sup>i</sup> Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

**PUBLIC RECORD REQUEST  
RESPONSE FORM [Insert Governmental  
Entity Name and Address]**

(Date) Requestor's Name and Contact

Information]:

In response to your records request received on [Date Request Received], our office is taking the action(s)<sup>1</sup> indicated below:

- The public record(s) responsive to your request will be made available for inspection: Location: \_\_\_\_\_  
Date & Time: \_\_\_\_\_
- Copies of public record(s) responsive to your request are:
- Attached;
  - Available for pickup at the following location: \_\_\_\_\_; or
  - Being delivered via:  USPS First-Class Mail  Electronically  Other: \_\_\_\_\_
- Your request is denied on the following grounds:
- Your request was not sufficiently detailed to enable identification of the specific requested record(s).  
You need to provide additional information to identify the requested record(s).
  - No such record(s) exists or this office does not maintain record(s) responsive to your request.
  - No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
  - You are not a Tennessee citizen.
  - You have not paid the estimated copying/production fees.
  - The following state, federal, or other applicable law prohibits disclosure of the requested records:  
\_\_\_\_\_  
\_\_\_\_\_
- It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
- It has not yet been determined that records responsive to your request exist; or
  - The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: \_\_\_\_\_

If you have any additional questions regarding your record request, please contact [Records Custodian or Public Records Request Coordinator].



Sincerely,

[Records Custodian or Public Record Request  
Coordinator] [Name, Title, and Contact  
Information]

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<sup>1</sup> If all requested records do not have the same response, so indicate.

