

**Exhibit A**  
**Amendments to the Blount County Government Records Policy**

Page 1 - This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of Blount County Government except the following offices, departments, or divisions of Blount County Government, which have separate public records policies:

- a. Blount County Sheriff's Office
- b. Industrial Development Board
- c. Smoky Mountain Tourism Development Authority
- d. **Circuit Court**
- e. **Register of Deeds**
- f. **County Clerk**
- g. **Property Assessor**
- h. **Clerk & Master**

**Note\*\* The Circuit Court, Register of Deeds, County Clerk, Clerk and Master, and Property Assessor offices will follow the Blount County Government Open Records Policy when requests are made for Human Resource records.**

Page 2 - E. Proof of Tennessee citizenship shall accompany a records request. The records custodian may also require any citizen making a request to view a public record or to make a copy of a public record to present a photo identification, if the person possesses a photo identification issued by a governmental entity that includes the persons' address. If a person does not possess a photo identification, the records custodian may require other forms of identification acceptable to the records custodian. **Exceptions may be made for records requested from out of state for persons involved in creating the record, official government agencies, property records or for archival records older than twenty-five years.**

**Public Records Request Coordinator created computerized Record Request Form (attached) and SSDS Information Request Form (attached) in JustFOIA software which will be able to provide reporting information for quarterly records request reports. PRRC also digitized Public Records Response Form so that it could be tracked along with the Record Requests.**

