**PUBLIC RECORDS POLICY**

**FOR THE CHANCERY COURT OF HAYWOOD COUNTY, TENNESSEE**

 Pursuant to T.C.A. § 10-7-503(g), the following Public Records Policy for the Clerk & Master's Office of Haywood County, Tennessee at Brownsville is hereby adopted by Sarah Levy, Clerk & Master to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in T.C.A.

§ 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 public inspection by any citizen of this state, and those in charge of records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See T.C.A. § 10-7-503(a)(2)(A). Accordingly, the public records of the Clerk & Master's Office of Haywood County, Tennessee are presumed to be open for inspection unless otherwise provided by law.

 Personnel of the Clerk & Master's Office of Haywood County, shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records pursuant to T.C.A. § 10-7-503(a)(2)(B). 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 the Clerk & Master's Office of Haywood County, Tennessee, shall be protected as provided by current law. Concerns about this policy should be addressed to Sarah Levy, Clerk & Master of the Chancery Court of Haywood County, Tennessee or to the Tennessee Office of Open Records Counsel ("OORC").

 This policy is available for inspection and duplication in the office of the Chancery Court of Haywood County, Tennessee. This policy shall be applied to the Haywood County Chancery Court and shall be reviewed every two years.

**I. Definitions**

 A. Records Custodian: The office, official or employee lawfully responsible for

 the direct custody and care of a public record. See T.C.A. §(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 T.C.A.

 § 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 records request are routed to the appropriate records

 custodian and are fulfilled in accordance with the TPRA. See T.C.A. §

 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.

 E. Redacted Record: A public record otherwise open for public inspection from

 which protected or confidential information is removed or made obscured prior

 to release or inspection.

**II. Requesting Access to Public Records**

A. All public records 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 may be made orally in the Clerk & Master's

 Office, Justice Complex, 100 S. Dupree, Brownsville, Tennessee 38012

 C. Requests for copies, or requests for inspection with copies, shall be made in

writing using the attached Public Records Request Form, which is Form A by personal delivery or mail the Clerk & Master's Office, Justice Complex, 100 S. Dupree, Brownsville, Tennessee 38012. Requests may also be submitted by fax to 731-772-3197

 D. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's

 license or other government issued photo identification 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 the public record requests and make an initial

 determination of the following:

 a. If the requestor provided evidence of Tennessee citizenship with a

 valid Tennessee driver's license or other government issued photo

 identification

 b. If the records requested are described with sufficient specificity to

 identify them; and

 c. If the Haywood County Clerk & Master's Office 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 required for copies;

 iii. Fees; and

 iv. Aggregation of multiple or frequent requests.

 b. If appropriate, deny the request in writing, providing the appropriate

 ground, such as 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. (Provide the exemption in written denial.)

 iv. The Governmental Entity is not the custodian of the requested

 records.

 v. The records do not exist.

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

 narrowed.

 d. If requested records are in the custody of a different governmental

 entity, and the PRRC knows the correct governmental entity, advise

 the requestor of the correct governmental entity and PRRC for that

 entity if known.

3. The designated PRRC(s) is(are): The Clerk & Master or any of her deputies located at Chancery Court, Justice Complex, 100 S. Dupree, Brownsville, TN 38012 Phone number: 731-772-0122 and fax number 731-772-3197.

 B. Records Custodian

 1. Upon receiving a public records request, a records custodian shall

 promptly make requested public records available in accordance

 with T.C.A. § 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 Response Form which is attached

 as Form B.

 3. If a records custodian denies a public record request, he or she shall deny

 the request in writing as provided using the Public Records Response

 Form which is attached as 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 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.

 B. The location for inspection of records within the office of the Clerk and Master's

 Office of Haywood County, Tennessee should be determined by the

 PRRC or the records custodian.

 C. Under reasonable circumstances, the PRRC or a records custodian may require

 an appointment for inspection or may require inspection of records at an

 alternate location.

**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 the Clerk & Master's Office of Haywood

County, Tennessee in the Justice Complex, 100 S. Dupree, Brownsville, TN 38012

 C. Upon payment for copies and 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**

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 prior to producing copies of records and may require pre-payment of

 such charges before producing requested records.

 C. Fees and charges for copies are as follows:

 1. $0.50 per page

 2. Labor Fee of $14.00 per hour when time exceeds one (1) hour - One (1)

 Hour Labor Threshold

 3. See VI-F for Aggregation Costs

 D. Payment is to be made in cash, personal check or by credit card (3% fee for use

 of credit card).

 E. Payment in advance will be required when costs are estimated to exceed $50.00

 F. Aggregation of Frequent and Multiple requests: The Clerk & Master's Office will

 aggregate record requests when more than four (4) requests are received within

 a calendar month either from a single individual or a group of individuals deemed

 working in concert at a labor rate of $14.00 per hour plus a copy fee of $0.50 per

 page. (Labor threshold does not apply of aggregating multiple requests.)

**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.*

**Records Custodian**: Clerk & Master's Office of Haywood County, Tennessee

**Requestor's Name & Contact Info.**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Is the requestor a Tennessee citizen? 🗖Yes 🗖 No

 (Attach Copy of Tennessee Driver's License or ID)

**Request**: 🗖 Inspection 🗖 Copy/Duplicate

 If copy fees 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 $0.50 per page, plus postage if mailed? If so, initial here:\_\_\_\_\_\_\_\_\_.

 Delivery preference: 🗖 On-Site Pick-Up 🗖 USPS First-Class Mail

 🗖 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 the Clerk/Deputy Clerk 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 & Date Submitted Signature of Records Custodian & Date Received

**PUBLIC RECORDS REQUEST RESPONSE FORM**

Date:\_\_\_\_\_\_\_\_\_\_\_

Requestor's Name & Contact Info.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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In response to your records request received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Clerk & Master's Office of Haywood County, Tennessee is taking the action(s) indicated below:

🗖 The public record(s) responsive to your request will be made available for inspection on

 the \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ at \_\_\_\_\_\_\_\_ am/pm in the Clerk

 & Master's Office, Justice Complex, 100 S. Dupree, Brownsville, Tennessee 38012.

🗖 Copies of public record(s) responsive to your request are:

 🗖 Attached;

 🗖 Available for pick-up at the Clerk & Master's Office

 🗖 Being delivered via: 🗖 USPS First-Class Mail 🗖 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:

 Sarah Levy, Clerk & Master (731) 772-0122