

Bartlett City Board of Education		1033
Descriptor Term: SCHOOL BOARD RECORDS	Descriptor Code: Board Operations	Issue Date: 11/13/2014
	Rescinds:	Revised: 07/28/2016 11/15/2018

The Superintendent shall maintain all District records required by law, regulation, and Board policy and shall permit inspection of such records in accordance with Tennessee law and this policy.

Any citizen of Tennessee may make a request to inspect or receive copies of District records by submitting such request to the following public records request coordinator: Superintendent, Bartlett City Schools, 5705 Stage Road, Bartlett, Tennessee 38134, (901) 202-0855 ext. #2222, supt@bartlettschools.org. The Superintendent shall be authorized to permit inspection or duplication of all District records, except information deemed confidential by law. Confidential information may include, but shall not be limited to, student records, attorney work product, attorney/client privileged documents, security related information, teacher evaluation records, confidential employee records, devices or equipment used in creating or storing public records, or other personally identifying information.

Requests for Inspection or Copying of District Records

All public records requests should be directed to the Superintendent and must be accompanied by proof of citizenship. Requests to inspect records may be made orally or in writing. Requests to receive copies of records must be submitted in writing on the Inspection/Duplication of Records Request Form. The Superintendent shall send all requests to inspect or copy District records to BCS's General Counsel for review and response.

Before producing a record for inspection or copying, all confidential information shall be redacted. As provided by state law, Bartlett City Schools is not responsible for sorting through files to compile information or creating a record that does not exist. Any request for inspection or copying of a public record shall be sufficiently detailed to enable the Superintendent to identify the specific records for inspection and copying.

The District shall make available for inspection any public record not specifically exempt from disclosure as promptly as possible, but always in accordance with the timeframes established under T.C.A. §10-7-503(2)(B). If the records cannot be made available promptly, the BCS General Counsel shall:

1. Provide the records within seven (7) business days;
2. Deny the request in writing including the basis for the denial; or
3. Furnish the requestor with a time reasonably necessary to produce the records.

Schedule of Reasonable Charges

A person who has the right to inspect or receive copies of a record may do so subject to the payment of reasonable cost in advance.¹ Requestors shall be provided an estimate of copy and/or

¹ T.C.A. §10-7-503

1 duplication charges prior to production, and such charges must be paid in advance to the BCS
2 Central Office by cash or certified funds. The Board adopts all copy charges as outlined in the
3 Office of Open Records Counsel's Schedule of Reasonable Charges located at
4 <https://www.comptroller.tn.gov/openrecords/forms.asp>. These charges include a per page charge
5 of 15 cents (\$0.15) for black and white copies and 50 cents (\$0.50) for color copies of standard 8
6 ½" x 11" or 8 ½" x 14" documents.

7 No fee shall be assessed for the inspection of records. However, in producing records for
8 inspection, the District shall charge a labor fee for production time exceeding a one (1) hour labor
9 threshold.

10 When the total number of requests made by a requestor within a calendar month exceeds four
11 (4), but the time to produce the record requested each time is less than the one (1) hour threshold
12 necessary to charge a reasonable fee, the District shall also charge a fee for any and all labor
13 reasonably necessary to produce the copies of the requested records after notifying the requestor
14 of this policy.

15 In calculating the charge for labor, BCS shall determine the number of hours each employee spent
16 producing a request. The Records Custodian shall then subtract the one (1) hour labor threshold
17 from the number of hours the highest paid employee(s) spent producing the request. BCS will
18 then multiply the total number of hours to be charged for the labor of each employee by that
19 employee's hourly wage. Finally, BCS will add together the total cost for all the employees
20 involved in the request and submit this total to the requestor.