

COUNTY OF DICKSON TENNESSEE
PUBLIC RECORDS REQUEST FORM

FORM 1

The Tennessee Public Records Act 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.

Requestor

Date

Street Address

City

State

Zip Code

Phone Number

Email Address

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

Records Requested:

Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought.

☐ Inspection

☐ Copy/Duplicate

Delivery preference: ☐ On-site Pickup ☐ USPS First Class Mail
 ☐ Electronic ☐ Other

I, the undersigned, have read and understand the Public Records Policy adopted by Dickson County, Tennessee, that establishes procedures for accessing and copying open public records. Furthermore, I agree to abide by all the provisions of the Policy.

Signature of Requestor and Date Submitted

Signature of Public Records Request Coordinator and Date Received

COUNTY OF DICKSON TENNESSEE
PUBLIC RECORDS REQUEST RESPONSE FORM

In response to your records request received on _____, our office is taking the action(s) 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 being 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(s) request, please contact the Public Records Request Coordinator or Records Custodian.

(Name of Department)

Public Records Request Coordinator

**PUBLIC RECORDS POLICY
FOR
COUNTY OF DICKSON TENNESSEE**

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy is hereby adopted by the legislative body for the County of Dickson, Tennessee 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 Dickson County, Tennessee ("Dickson County") are presumed to be open for inspection unless otherwise provided by law.

Personnel of Dickson County 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 Dickson County shall be protected as provided by current law. Concerns about this Policy should be addressed to the appropriate Public Records Request Coordinator (PRRC) Dickson County or to the Tennessee Office of Open Records Counsel (OORC).

This Policy is available for inspection and duplication in the office of the County Mayor, 4 Court Square, Charlotte, Tennessee 37036. This Policy shall be reviewed every two years.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of Dickson County provided, however, that the various offices of elected officials within Dickson County government may adopt their own public records policies as permitted by the TPRA.

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 appropriate 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 should request a mailing and/or email address from the requestor for providing any written communication required under the TPRA.
- C. Requests for *inspection* may be made orally or in writing using the attached **Form 1** at the address of the appropriate PRRC's office as listed below in Section III A.3 or by phone at the office of the appropriate PRRC's office as listed below in Section III A.3.
- D. Requests for *copies*, or requests for inspection and copies, shall be made in writing using the attached **Form 1** at the address of the appropriate PRRC's office as listed below in Section III A.3 with the form being submitted to the appropriate PRRC's office at such address.
- 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 Governmental Entity 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 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. Forward the records request to the appropriate records custodian in Dickson County.
 - e. If requested records are in the custody of a different governmental entity or department, and the recipient of the request knows the correct governmental entity, department or PRRC for such entity or department, advise the requestor of the correct governmental entity, department, or PRRC for that entity or department if known.
3. The designated PRRCs for the County of Dickson Tennessee are:

Assessor of Property Office

Jenny Martin, Property Assessor
P.O. Box 270
Charlotte, TN 37036
(615) 789-7015 Telephone (615) 789-6751 Fax
Email: jmartin@dicksoncountyttn.gov

Chancery Court Office

Nancy Miller, Clerk & Master
P.O. Box 547
Charlotte, TN 37036
(615) 789-7011 Telephone (615) 789-6704 Fax
Email: Nancy.Miller@tncourts.gov

Circuit Court Office

Pamela Lewis, Circuit Court Clerk
P.O. Box 70
Charlotte, TN 37036
(615) 789-7010 Telephone (615) 789-7018 Fax
Email: Pam.Lewis@tncourts.gov

County Clerk Office

Luanne Greer, County Clerk
P.O. Box 220
Charlotte, TN 37036
(615) 789-5093 Telephone (615) 789-0128 Fax
Email: luanne.greer@tn.gov

Election Office

Roxanna Hagewood, Administrator of Elections
110 A Academy Street
Charlotte, TN 37036
(615) 671-1146 Telephone (615) 671-1113 Fax
Email: rhagewood@dicksoncountyttn.gov

General Session Court Office

Leslie Shelton, General Session Court Clerk
P.O. Box 217
Charlotte, TN 37036
(615) 789-5414 Telephone (615) 789-3456 Fax
Email: leslie.shelton@tncourts.gov

Highway Department

Jerry Burgess, Road Superintendent
115 Sylvis Road
Dickson, TN 37055
(615) 446-2638 Telephone (615) 446-6536 Fax
Email: tellis@dicksoncountyttn.gov

Juvenile & Probate Court Office

Jayne Scarlett, Court Clerk
4000 Hwy 48 N., Suite 1
Charlotte, TN 37036
(615) 789-0250 Telephone (615) 789-0295 Fax
Email: js Scarlett@dicksoncountyttn.gov

Public Library & Learning Center

Jeff Wills
206 Henslee Drive
Dickson, TN 37055
(615) 446-8293 Telephone
Email: dcpltech@comcast.net

Register of Deeds Office

Shelly Yates, Register of Deeds
P.O. Box 130
Charlotte, TN 37036
(615) 789-5123 Telephone (615) 789-3893 Fax
Email: syates@dicksoncountyttn.gov

Sheriff's Office

Barbara Poppendorf
P.O. Box 177
Charlotte, TN 37036
(615) 740-4854 Telephone (615) 789-4185 Fax
Email: RecordsRequests@dicksoncosheriff.gov

Trustee Office

Mary Ann Nichols
P.O. Box 246
Charlotte, TN 37036
(615) 789-7006 Telephone (615) 789-5473 Fax
Email: mnichols@dicksoncountyttn.gov

All Other County Office Requests

Star Moore
P.O. Box 267
Charlotte, TN 37036
(615) 789-7000 Telephone (615) 789-6075 Fax
Email: smoore@dicksoncountyttn.gov

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 appropriate 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 2**, based on the form developed by the OORC.
3. If a records custodian denies a public records 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 referenced above.
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. The records custodian and the appropriate 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.

IV. Inspection of Records

- A. There shall be no charge for *inspection* of open public records except as otherwise permitted by state law.
- B. The location for inspection of records within the offices of Dickson County should be determined by either the appropriate 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 records 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 in the State of Tennessee by the United States Postal Service.
- D. A requestor shall not be allowed to make copies of records with personal equipment to include the use of a cell phone or camera.

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. Unless a different fee is authorized or required by law, fees and charges for copies are as follows:
1. \$0.15 per page for letter- and legal-size black and white copies. (no color copies)
 2. Maps, plats, electronic data, audio discs, video discs, and all other materials shall be duplicated at actual cost to the county.
 3. Labor when time exceeds fifteen (15) minutes.
 4. If an outside vendor is used, the actual costs assessed by the vendor.
- D. Payment is to be made in cash or by personal check payable to Dickson County, Tennessee, and presented to the records custodian.
- E. Payment in advance will be required when costs are estimated to exceed \$10.00.
- G. Aggregation of Frequent and Multiple Requests
1. Dickson County 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).
 - a. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the records custodian must 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.
 - b. Routinely released and readily accessible records excluded from aggregation include, but are not limited to: minutes from policy setting boards, resolutions and meeting agendas.