

# Public Information/Open Records Policy

## Campbell County Finance Department

### January 11, 2010

WHEREAS, the provisions of Tennessee Code Annotated Title 10 Chapter 7 Part 5 defines Public Records and the management thereof, and;

WHEREAS, Tennessee Code Annotated 10-7-504 specifically deals with the exemptions and exceptions relating to Public Records, and;

WHEREAS, the exemptions and exceptions relating to Public Records described and defined in Tennessee Code Annotated 10-7-504 involve knowledge of the contents of Public Records beyond the knowledge possessed by the Finance Office as the party who issues payments in accordance with the Public Records submitted by the County Official/Department Head responsible for the management of the Department to which the Public Records relate, and;

WHEREAS, Tennessee Code Annotated 10-7-503 defines the maximum period of time to be responsive to a request for Public Information/Public Records to be within seven (7) business days, and;

WHEREAS, in order for the Finance Office to comply with the provisions of Tennessee Code Annotated 10-7-504 and 10-7-503 in those instances wherein a request for records is made to the Finance Office, a Public Information/Opens Records Policy must be established by the Finance Office for the timely and orderly processing of such requests, and;

WHEREAS, the first (1<sup>st</sup>) provision of this policy is to establish that all requests for Public Information/Public Records will be responded to within a period not to exceed seven (7) business days in accordance with the provisions of Tennessee Code Annotated 10-7-503, and;

WHEREAS, the second (2<sup>nd</sup>) provision of this policy is to establish that all requests for Public Information/Public Records will be documented through the use of the attached Inspection/Duplication of Records Request Form to be completed in association with each request for inspection and/or duplication of Public Records, and;

WHEREAS, the third (3<sup>rd</sup>) provision of this policy is to establish that all requests for Public Information/Public Records will be forwarded to the County Official/Department Head responsible for the management of the Department to which the Public Records requested relate on the day the request for Public Records is received, or as soon thereafter as possible , and;

WHEREAS, the fourth (4<sup>th</sup>) provision of this policy is to establish that the County Official/Department Head charged with the responsibility for the management of the Department to which the Public Records requested relate will be provided four (4) business days, inclusive of the date of the request, to determine whether any of the Public Records responsive to the request must be redacted, and redact such Public Records, or to determine whether the redaction and production of the requested Public Records will take longer than seven (7) business days, or to determine whether the requested Public Records are confidential pursuant to law, and;

WHEREAS, the fifth (5<sup>th</sup>) provision of this policy is to establish that any responsive Public Records, redacted and/or not redacted, will be provided by the appropriate County Official/Department Head to the Requestor and the Finance Office within seven (7) business days of the request date, or the appropriate County Official/Department Head will notify the Finance Office within five (5) business days of the request date to provide the Public Records as requested to the Requestor without alteration and the Finance Office will in turn provide the Public Records as requested to the Requestor within seven (7) business days, and;

WHEREAS, the sixth (6<sup>th</sup>) provision of this policy is to establish that when a request will take more than seven (7) business days to produce, the appropriate County Official/Department Head will provide the Requestor and the Finance Office notice, within seven (7) business days of the request date, through the use of the attached Records Production Letter that the request will take longer than seven (7) business days to complete, and;

WHEREAS, the seventh (7<sup>th</sup>) provision of this policy is to establish that when a request is going to be denied, the appropriate County Official/Department Head will provide the Requestor and the Finance Office notice, within seven (7) business days of the request date, through the use of the attached Records Request Denial Letter that the Records requested will not be provided, and;

WHEREAS, the eighth (8<sup>th</sup>) provision of this policy is to establish that the charge for copies of Public Records and/or the cost for compiling and producing Public Records will be in accordance with the Schedule of Reasonable Charges for Copies of Public Records established by Section 6 of Public Chapter 1179, Acts of 2008 adopted by the Financial Management Committee on June 8, 2009, and;

WHEREAS, this policy only applies to those requests for such Public Records which are made through the Finance Office, and does not apply to any requests for Public Records made to other county offices and/or departments heads, and;

WHEREAS, this policy as so adopted shall not be construed to place upon the Finance Office any duty or obligation to search for or obtain or furnish to the Requestor any records not actually in the possession of the Finance Office at the time of receipt of such request by the Finance Office, and;

NOW THEREFORE BE IT RESOLVED, by the Campbell County Financial Management Committee, this 11<sup>th</sup> day of January, 2010, that:

SECTION 1. The Public Information/Public Records Policy of the Campbell County Department of Finance is hereby established.

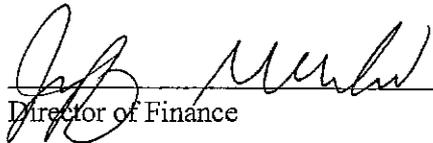
SECTION 2. Any Resolutions in conflict herewith are repealed and replaced insofar as such conflict exists.

SECTION 3. This Resolution shall become effective immediately upon its passage, the Public Welfare requiring it.

APPROVED:

  
Financial Management Committee Chairman

ATTEST:

  
Director of Finance