

# Hamilton County Board of Education

Monitoring: Review: Annually in July	Descriptor Term: <b>School District Records</b>	Descriptor Code: 1.407	Issued Date: 06/15/17
		Rescinded:	Revised: 09/16/21

1  
2 The director of schools shall maintain all school district records required by law, regulation and board  
3 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records  
4 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may  
5 request in writing and receive copies of open public records subject to the payment of reasonable  
6 costs. <sup>1,2,3,4</sup>

7  
8 No records pertaining to individual students will be released for inspection by the public or any  
9 unauthorized persons. In addition, information records, and plans related to security and safety will  
10 not be released for public inspection.<sup>11</sup>

11  
12 All requests to inspect or receive copies of records shall be submitted to the Assistant Superintendent  
13 for Human Resources, the district's public records request coordinator and records custodian.<sup>12</sup>

14  
15 Prior to producing any record, the records custodian shall ensure confidential information is redacted.  
16 Original documents remain intact and confidential information in copies produced for a requestor  
17 shall be redacted. The director of schools shall develop a procedure to redact confidential information.

## 18 **REQUESTS FOR INSPECTION<sup>2</sup>**

19  
20 Requests for inspection must allow 48 hours for reproduction and redaction of records. Citizens  
21 requesting to inspect public records shall submit their request and a government issued photo  
22 identification card with the citizen's address to the district's public records request coordinator during  
23 normal business hours. Requests may be made in person, in writing, or by electronic mail (email). The  
24 coordinator shall submit the information to the appropriate records custodian. The records custodian  
25 will contact the citizen and indicate when the records will be available to inspect.

26  
27 If the records cannot be made available within seven (7) business days, the records custodian shall  
28 provide a records production letter indicating the time needed to complete the request.

29  
30 If the request to inspect is denied, the re orders custodian shall provide the citizen with a records  
31 request denial letter indicating the basis for the denial.

## 32 **REQUESTS FOR COPIES<sup>2</sup>**

33  
34 Citizens requesting copies of public records shall complete and submit the Records Request Form and  
35 a government issued photo identification card with the citizen's address to the district's public records  
36 request coordinator during normal business hours. The coordinator shall submit the Records Request  
37 Form to the appropriate records custodian.

1 The records custodian shall provide an estimate of the reasonable costs to product the requested  
2 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of  
3 Reasonable Charges found at [https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-  
4 and-guidelines/ScheduleofReasonableCharges.pdf](https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf)  
5 shall be used to determine the reasonable cost. The records custodian will provide the citizen with an  
6 invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash, money  
7 order, or cashier's check prior to the district producing the copies. "Reasonable charges" shall include  
8 per-copy costs and labor exceeding one hour.

9  
10 If the records cannot be made available within seven (7) business days, the records custodian shall  
11 provide a records production letter indicating the time needed to complete the request.

12  
13 If the request for copies is denied, the records custodian shall provide the citizen with a records  
14 request denial letter detailing the basis for the denial.

## 15 16 **FREQUENT AND MULTIPLE REQUESTS**

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18 When the total number of requests for copies made by a requestor within a calendar month exceeds  
19 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to  
20 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be  
21 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The  
22 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable  
23 Charges found at [https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-  
24 guidelines/ScheduleofReasonableCharges.pdf](https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf)  
25 shall be used to determine the reasonable cost. Further, the names of persons inspecting records and  
26 the date of inspection shall be recorded.

## 27 28 **RECORDS RETENTION**

29 The director of schools and/or his designee(s) shall retain and dispose of school district records  
30 in accordance with the following guidelines: <sup>2,4</sup>

31  
32 **1. The director of schools and/or his designee(s) will determine if a particular  
33 record is of permanent or temporary value in accordance with regulations  
34 promulgated by County**

35 Public Records Commission and the Tennessee Institute for Public Services records manual; <sup>5,6</sup>  
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37 **2.** Temporary value records which have been kept beyond the required time may be recommended  
38 to the Public Records Commission for destruction; <sup>7, 8</sup>  
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40 **3.** The records that the State Librarian and Archivist desire to preserve in their facilities will be  
41 transferred to the State Library and Archives. The temporary value records rejected by the State  
42 Library and Archives may be transferred to another institution or destroyed; <sup>7, 8, 9</sup>  
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- 1 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc). If the director  
2 of schools desires to destroy the original permanent record, these records must be reproduced by  
3 microfilming or some other permanent reproduction method. Permission to destroy any original  
4 permanent record after microfilming follows the same procedure noted above for temporary  
5 records;<sup>6, 8</sup>and  
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- 7 5. The director of schools shall establish procedures to safeguard against the unlawful destruction,  
8 removal  
9 or loss of records

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Legal References:

- 36 1 TCA 49-2-301(b)(1)(CC
- 37 2 TCA 10-7-503
- 38 3 TCA 10-7-506(a)
- 39 4 TCA 49-2-104
- 40 5 TCA 10-7-401
- 41 6 TCA 10-7-406
- 42 7 TCA 10-7-404
- 43 8 TCA 10-7-413
- 44 9 TCA 10-7-414
- 45 10 TCA 39-16-504
- 46 11 TCA 10-7-504(p)

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Cross References:

- Financial Reports and Records 2.701
- Personnel Records 5.114
- Student Records 6.600