The superintendent shall maintain all school district records required by law, regulation and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may request in writing and receive copies of open public records subject to the payment of reasonable cost.\footnote{\ref{1},\ref{2},\ref{3},\ref{4}}

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. In addition, information, records, and plans related to security and safety will not be released for public inspection.\footnote{\ref{5}}

All requests to inspect or receive copies of records shall be submitted to the Human Resources Director, the district’s public records request coordinator and records custodian.\footnote{\ref{6}}

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

**REQUESTS FOR INSPECTION**\footnote{\ref{2}}

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen’s address to the district’s public records request coordinator during normal business hours. Requests may be made in person or by telephone, fax, mail, or electronic mail (email). The records custodian will contact the citizen and indicate when the records will be available to inspect.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request. If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial letter indicating the basis for the denial.

**REQUESTS FOR COPIES**\footnote{\ref{2}}

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen’s address to the district’s public records request coordinator during normal business hours.

The records custodian and/or designee shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at [https://www.comptroller.tn.gov/openrecords/forms.asp](https://www.comptroller.tn.gov/openrecords/forms.asp) shall be used to determine the reasonable cost. The records custodian will provide the citizen with an
invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash, check, or
credit card prior to the district producing the copies.

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

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

FREQUENT AND MULTIPLE REQUESTS

When the total number of requests for copies made by a requestor within a calendar month exceeds
four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The
Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
Charges found at https://www.comptroller.tn.gov/openrecords/forms.asp shall be used to determine the
reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be
recorded.

DENYING REQUESTS FOR NONCOMPLIANCE

Requests to Inspect a Public Record

The district shall deny a request to inspect a public record from any citizen that has:

a. Made two (2) or more requests to view a public record within a six-month period; and

b. For each request failed to view the record within fifteen (15) business days of receiving
   notification that the record was available.

Requests from this citizen shall be denied for up to six (6) months from the date of the second records
request. The district’s public records request coordinator may waive this denial if he/she determines
that failure to view the record was for good cause.

Requests for Copies of Public Records

The district shall deny a request for copies of a public record from any citizen that has:

a. Been provided with an estimate of the reasonable cost to produce the requested records;

b. Agrees to pay such estimated reasonable cost prior to production of the records; and

c. Fails to pay the actual cost after the records have been produced.

Additional requests from this citizen shall be denied until the original cost is paid.

RECORDS RETENTION
The superintendent and/or his designee(s) shall retain and dispose of school district records in accordance with the following guidelines:²,⁴

1. The superintendent and/or his/her designee(s) will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;⁵,⁶

2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;⁷,⁸

3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;⁷,⁸,⁹

4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the superintendent desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original permanent record after microfilming follows the same procedure noted above for temporary records;⁶,⁸ and

5. The superintendent shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.¹⁰

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**DISTRICT PUBLIC RECORDS REQUEST COORDINATOR**¹³

*Jessica Millspaugh*

*Human Resources Director*

*Phone: 1-901-867-5412*

*Email: jmillspaugh@lakelandk12.org*

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**Legal References**

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)

**Cross References**

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600