

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

1 The Superintendent shall maintain all District records required by law, regulation, and Board policy
2 and shall permit inspection of such records in accordance with this policy. Any citizen of
3 Tennessee may make a request to inspect or receive copies of District records by submitting such
4 request to the following public records request coordinator: Superintendent, Bartlett City Schools,
5 5650 Woodlawn Street, Bartlett, Tennessee 38134. The Superintendent shall be authorized to
6 permit inspection or duplication of all District records, except information deemed confidential by
7 law. Confidential information may include, but shall not be limited to, student records, attorney
8 work product, attorney/client privileged documents, security related information, teacher
9 evaluation records, confidential employee records, and other personally identifying information.

10 Requests for Inspection or Copying of District Records

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

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

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

23 Schedule of Reasonable Charges

24 A person who has the right to inspect or receive copies of a record may do so subject to the
25 payment of reasonable cost.¹ No fee shall be assessed for the inspection of records. However, in
26 producing records for inspection, the District shall charge a labor fee for production time
27 exceeding a one (1) hour labor threshold.

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

¹ T.C.A. §10-7-503

1 Copy and/or duplication charges must be paid in advance to the BCS Central Office by cash or
2 certified funds. The Board adopts all copy charges as outlined in the Office of Open Records
3 Counsel's Schedule of Reasonable Charges.

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