

PUBLIC RECORDS REQUEST FORM A

The Tennessee Public Records Act (TPRA) 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.

To: Town Recorder, Town of Walden Town Hall, 1836 Taft Highway, Walden, Tennessee 37377, mailing address P.O. Box 335, Signal Mountain, Tennessee 37377

From: _____

Requestor's Name

Contact Information (include an address for any TPRA required written response)

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

Request: ☐ Inspection (The TPRA does not permit fees or require a written request for inspection only.¹)

☐ Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed

\$ _____? If so, initial here: _____.

Delivery preference: ☐ On-Site Pick-Up ☐ USPS First-Class Mail
☐ Electronic ☐ Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor & Date

Submitted Signature of Public Records Request Coordinator & Date Received

¹ Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

Fees and Charges and Procedures for Billing and Payment

1. *Fees and charges for copies of public records should not be used to hinder access to public records.*
2. *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.*
3. *When fees for copies and labor do not exceed \$ 40.00, the fees may be waived.*
4. *Requests for waivers for fees above \$ 40.00 must be presented to the Town Recorder who is authorized to determine if such waiver is in the best interest of Town of Walden and for the public good. Fees associated with aggregated records requests will not be waived.*
5. *Fees and charges for copies are as follows:*
 - a. *\$0.15 per page for letter- and legal-size **black and white** copies.*
 - b. *\$0.50 per page for letter- and legal-size **color** copies.*
 - c. *The actual cost of any other medium upon which a record/information is being produced.*
 - d. *Labor when time exceeds one hour.*
6. *If an outside vendor is used, the actual costs assessed by the vendor.*

Resolution Number 2017-498

A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY

WHEREAS, pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act (“TPRA”) (Tenn. Code Ann. § 10-7-501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority by July 1, 2017; and

WHEREAS, the policy adopted shall not impose requirements on those requesting records that are more burdensome than state law; and

WHEREAS, the governing body of the Town of Walden desires to comply with the recent change in state law as it pertains to records management.

NOW THEREFORE BE IT RESOLVED by the board of the Town of Walden that the following Public Records Policy for Town of Walden is hereby adopted by 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.

SECTION 1. The following policy is hereby adopted as the Public Records Policy for the Town of Walden.

PUBLIC RECORDS POLICY FOR

Town of Walden

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the Town of Walden is hereby adopted by the board 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 the Town of Walden are presumed to be open for inspection unless otherwise provided by law.

Personnel of the Town of Walden 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 public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the Town of Walden, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for the Town of Walden or to the Tennessee Office of Open Records Counsel (“OORC”).

This Policy is available for inspection and duplication in the office of the City Recorder. This Policy shall be reviewed periodically as needed.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of the Town of Walden