

# West Carroll Board of Education

## Administrative Procedure

Required by:

**1.407**

Descriptor Term:

**Procedure for the Inspection  
of Public Records**

Approved:

In accordance with state law and board policy, any citizen of Tennessee shall be permitted during regular business hours to inspect public records maintained by the school district unless otherwise prohibited by law. No records pertaining to individual students will be released for inspection by the public or any unauthorized person. The District may provide copies of open public records when the request is made in writing. The District may collect a reasonable fee for the preparation of copies.

The Director of Schools shall serve as the district public records request coordinator. During the process of meeting any request for records inspection, the public records request coordinator will identify an appropriate records custodian for that request. The duties associated with each role will include but may not be limited to the following:

1. District Public Records Request Coordinator (DPRRC)

- Review and approve all requests for records review;
- Establish the identity of the requestor;
- Determine who will serve as the Records Custodian for that request (building or district level requests);
- Monitor the process to ensure that the requirements of board policy and state law are met;
- Develop procedures for redacting sensitive information;
- Review the records set for release to ensure for appropriate redaction;
- Determine if fees should be charged for the preparation of records and if so, determine what fees accrue, produce an invoice details the charges, and monitor the collection of fees due the District in the form of cash or money order only;
- Ensure that the *Request to Inspect or Receive Copies of Public Records* form has been completed;
- Inform the requestor when the records are available for inspection;
- In the case that any request is denied, inform the requester in writing of the reason for the denial.

2. Records Custodian

- Collect the requested records when instructed by the DPRRC;
- Ascertain the cost of complying with the request, including real cost of duplication and the labor necessary to prepare copies and forward the information to the DPRRC;
- Complete applicable sections of the *Request to Inspect or Receive Copies of Public Records* form;
- Assist in the disposition of temporary records kept beyond the required time as outlined in Board policy.

### General Procedure

1. The citizen requests a review of public records. He or she provides photo identification and completes and signs the first section of the *Request to Inspect or Receive Copies of Public Records* form.
2. The District Public Records Request Coordinator reviews the request. The DPRRC completes the initial review section of the *Request to Inspect or Receive Copies of Public Records* form, and if the request is deemed appropriate, forwards that request to the appropriate Records Custodian.

3. The Records Custodian collects the appropriate records and completes the redaction process.
4. If the request cannot be completed within seven (7) business days of the original request, the Records Custodian will inform the DPRRC in writing of the reasons for the delay. If the delay is warranted or unavoidable, the DPRRC will inform the requestor.
5. The Records Custodian completes the Records Custodian Review of the *Request to Inspect or Receive Copies of Public Records* form and forwards the records to the DPRRC for review.
6. The DPRRC reviews the records for proper redaction and determines if compensation for record preparation is due to the District.
7. The DPRRC complete the final review section of the *Request to Inspect or Receive Copies of Public Records* form.
8. The DPRRC will prepare invoices for any charges due the District.
9. The DPRRC will inform the request that the records are ready for inspection.
10. The DPRRC will transfer the records to the requestor, collect fees due to the District (must be paid by cash or money order), and collect the requestors signature on the *Request to Inspect or Receive Copies of Public Records* form.