



Legislation Details (With Text)

File #: 17-0045 **Version:** 1 **Name:** Public Records Policy
Type: Policy **Status:** Passed
File created: 1/26/2017 **In control:** City Council
On agenda: 2/14/2017 **Final action:** 2/14/2017
Title: Adoption of Public Records Policy
Sponsors: City Clerk
Indexes:
Code sections:
Attachments: 1. Public Records Policy

Date	Ver.	Action By	Action	Result
2/14/2017	1	City Council	approved as recommended	Pass
2/7/2017	1	Work Session	received and filed	

Adoption of Public Records Policy

SUMMARY:

During the 2016 session of the Tennessee General Assembly, the public records act was revised. A model policy has just been provided by the Office of Open Records Counsel that establishes best practices and a public records policy for local governments. While the City adopted a policy in 2009 and an ordinance in 2013 (revised in 2015), the new policy needs to be adopted to provide a safe harbor for records custodians.

The new policy actually is not substantially different from our current policy and ordinance. It does require a report annually to the Council regarding compliance and it requires review every two years. We are making some small changes, such as allowing for the use of a requestor-provided storage device for electronic records, eliminating any charges that total less than \$5.00, and changes in the form for requesting records.

BUDGET ACCOUNT: Not applicable

NECESSARY COUNCIL ACTION: Adopt Public Records Policy