



## Legislation Details (With Text)

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**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