



## Legislation Text

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**File #:** 17-0045, **Version:** 1

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### 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