

**PUBLIC RECORDS POLICY**  
*for*  
**HAMILTON COUNTY, TENNESSEE, GENERAL GOVERNMENT**

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**I. POLICY SUMMARY**

Pursuant to *Tenn. Code Ann.* §10-7-503(g), the following Public Records Policy for Hamilton County, Tennessee General Government, is hereby adopted by the Hamilton County Board of Commissioners 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.* See definition of “Public Records” in Section II, below.

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 of this state, unless otherwise provided by state law. See *Tenn. Code Ann.* §10-7-503(a)(2)(A). Accordingly, the public records of Hamilton County General Government are presumed to be open for inspection by any Tennessee citizen, as provided herein, unless otherwise limited by law. This policy shall not apply to government and/or quasi-governmental entities that shall seek access to Hamilton County General Government records within the scope and furtherance of their official duties.

The appropriate personnel of Hamilton County General Government 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 open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of Hamilton County General Government, shall be protected as provided by current law. All Hamilton County Government offices, including those exempt from this policy, shall at all times comply with applicable State and federal regulations and laws, such as the Health Insurance Portability and Accountability Act (HIPAA), the Americans with Disabilities Act (ADA), the Civil Rights Act, the Tennessee Human Rights Act (THRA), etc. To the extent that a State or federal law or regulation shall conflict with the TPRA or this policy, such State or federal law shall prevail.

Concerns about this Policy should be addressed to the Public Records Request Coordinator for Hamilton County, Tennessee (hereinafter “PRRC”), or to the Tennessee Office of Open Records Counsel (hereinafter “OORC”). This Policy is available for inspection and duplication in the Hamilton County Attorney's Office at: 625 Georgia Avenue, Suite 204, Chattanooga, TN 37402. Additionally, a digital copy of this policy may be obtained at: <http://www.HamiltonTN.gov/OpenRecords/>

**A. Hamilton County General Government Departments Covered by this Policy:** This Policy shall be applied consistently and without exception throughout the various covered departments and offices of Hamilton County General Government. The departments, and offices thereunder, covered by this policy are as follows:

**Mayor's Office**

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Development

Title VI Equal

Employment Opportunity  
(EEOC)

Soil Conservation

Railroad

**Public Works Division**

Building Inspection

Support Services

Real Property

Engineering

Highway

Facilities Maintenance

**General Services Division**

Community Corrections

Parks and Recreation

**Finance Division**

Accounting

Financial Management

Purchasing

Information

Technology (IT)

Telecommunications

Records Management

**B. Hamilton County General Government Divisions and Departments Exempted from this Policy:** Divisions of Hamilton County Government under the direction of a constitutionally-elected official, as well as certain divisions of Hamilton County General Government are hereby exempted from this Policy. Those divisions and departments that are exempt may establish their own public records policy and procedures. **To obtain records from exempt offices, please contact those offices directly.**

**Hamilton County Human Resources** division and all departments thereunder, as specifically noted below, are exempt from this Policy:

Employee Benefits

Employee FMLA and ADA

Employee Health Clinic

Employee Pharmacy

Staffing

Wellness and Fitness

Mailroom

Risk Management

Veteran's Services Office

**Hamilton County Health Services** division and all departments thereunder, as specifically noted below, are exempt from this Policy:

Administrative Services	Community Health Services
Case Management	Environmental Health
Clinical Services	

**Additional divisions and all departments** noted below are specifically exempted from this Policy:

Hamilton County Medical Examiner's Office	Hamilton County Geographic Information Systems (GIS)
Hamilton County Emergency Medical Service (EMS)	Hamilton County Agriculture
Hamilton County Emergency Management and Homeland Security	Hamilton County Attorney's Office

**Offices of constitutionally-elected officials** that are exempt from this Policy include, but are not limited, to:

Assessor of Property	Election Commission
Chancery Court Clerk & Master	Juvenile Court Clerk
Circuit Court Clerk	Register of Deeds
County Clerk	Sheriff's Office
	Trustee's Office

**Offices of constitutionally-elected officials** that are ***not exempt*** from this Policy are judicial officers and their staff in Hamilton County Sessions, Chancery, Circuit, and Juvenile Courts. Public Records Requests for these officials and their staff should be directed to the Hamilton County Public Records Coordinator herein designated.

**Please Note:** Entities—whether chartered as “for profit” or “not for profit”—that bear the words “Hamilton County” within their name, but which are not listed above are ***not*** part of Hamilton County General Government and are ***not*** subject to this policy. The fact that such entity may receive funds in the form of tax incentives, direct funding, or other assets from Hamilton County General Government shall not make them an entity subject to this policy, absent applicable law to the contrary. The Hamilton County Public

Records Coordinator has no authority or ability to obtain the records of such entities, and requests for such will be summarily denied on this basis.

## II. DEFINITIONS

A. **Public Records Request Coordinator (PRRC).** The individual(s) designated in Section IV of this Policy who has the responsibility to ensure public record requests are routed to the appropriate Records Custodian and are fulfilled in accordance with the TPRA, this policy, and all other applicable statutes, regulations, or guidelines. See *Tenn. Code Ann.* §10-7-503(a)(1)(B). The PRRC may also be a Records Custodian.

B. **Records Custodian.** The office, official, or employee lawfully responsible for, or appropriately designated with, the direct custody and care of a public record. See *Tenn. Code Ann.* §10-7-503(a)(1)(C). The Records Custodian is not necessarily the original preparer or receiver of the record.

C. **Public Records.** All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other materials, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See *Tenn. Code Ann.* §10-7-503(a)(1)(A).

D. **Commercial Records.** Pursuant to *Tenn. Code Ann.* §10-7-506(4), “commercial record” shall mean a record requested for **any purpose other than** a non-business use by an individual and a news gathering use by the news media.<sup>1</sup>

E. **Requestor.** A person seeking access to a public record.

a) **Citizenship Requirement.** The Tennessee Public Records Act applies only to Tennessee citizens. Hamilton County believes that the spirit of the law is to provide the public meaningful access to government records. Accordingly, Hamilton County does not require that requestors be a citizen of Tennessee, and, therefore, **does not** require that Requestor’s submit proof of residence with their request.

However, prior to providing the requested records, Hamilton County General Government hereby reserves the right to require that a Requestor provide a copy of a valid, government-issued photo identification, demonstrating that they are a Tennessee citizen. Where the PRRC reasonably believes the request is for commercial records, as defined herein, or upon the

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<sup>1</sup> Many divisions of Hamilton County Government make commercial records available for a fee through a subscription service, or pursuant to statutorily-prescribed fees.

Requestor's refusal to provide proof of citizenship, such request may be denied.

Requestors who indicate on the HC Request Form, or otherwise, that they are Citizens, but provide an address outside the State of Tennessee, will be treated as non-citizens unless they provide proof of citizenship with their request.

b) **Non-Citizen Requests.** Requests made by persons who are not citizens of Tennessee will be processed after all citizen requests. Therefore, non-citizen requests may not be responded to or fulfilled within the statutorily prescribed timeframes. Hamilton County reserves the right to deny requests made by non-citizens who fail to respond to requests for additional information from the PRRC or Records Custodian, or where the PRRC reasonably determines that the request is for commercial records, as defined herein.

F. **Copies.** Refers to physical, paper duplicates of records.

G. **Electronic Copies.** Refers to copies of requested materials either originally maintained in electronic form or converted to electronic form, and provided to the Requestor via online access or email.

H. **Safe at Home Address Confidentially Program.** A program through the Tennessee Secretary of State's Office, pursuant to *Tenn. Code Ann. §40-38-601, et seq.*, under which the State will provide address confidentiality to assist victims of domestic violence, stalking, human trafficking, and sexual assault offenses. Such address confidentiality includes a substitute address that may be used for most legal purposes. Such address shall be accepted as proof of citizenship pursuant to applicable law, and when required under this Policy.

### **III. HAMILTON COUNTY GENERAL GOVERNMENT PUBLIC RECORDS REQUEST COORDINATOR**

**Designated Public Records Request Coordinator.** The designated office that processes all public records requests for Hamilton County General Government is the Hamilton County Attorney's Office. The designated PRRC within the County Attorney's Office is as follows:

Dana M. Beltramo  
Hamilton County Attorney's Office  
625 Georgia Avenue, Suite 204  
Chattanooga, TN 37402

Phone: 423-209-6199  
Fax: 423-209-6151  
Email: [PublicRecords@HamiltonTN.gov](mailto:PublicRecords@HamiltonTN.gov)

#### IV. REQUESTING ACCESS TO PUBLIC RECORDS

A. **To Whom Shall Requests be Directed.** Public record requests to Hamilton County General Government shall be made to the PRRC in order to ensure such requests are routed to the appropriate Records Custodian and fulfilled in a timely manner.

B. **Requests by Corporations and Similar Artificial Entities:** The State of Tennessee Office of Open Records Counsel issued Opinion No. 12-04, addressing whether a records custodian is required to produce records in response to a request by a corporation or other artificial entity. Upon reviewing *Tenn. Code Ann.* §10-7-503(a)(2)(A) and *Tenn. Code Ann.* §11-7-503(a)(7)(A), the Office of Open Records Counsel determined, in pertinent part, that, “Because a corporation does not have the ability to provide a government issued photo identification with an address on it... the term ‘citizen’ does not include corporations.” (*Op. Tenn. ORC 12-04*). Accordingly, it is the policy of Hamilton County General Government that corporations and similar entities are not citizens for purposes of public records requests. Therefore, corporate records requests will be summarily denied. Similarly, pursuant to the definition of “commercial record” as defined by *Tenn. Code Ann.* §10-7-506(4), and included at §II (G) of this Policy, it is the position of Hamilton County Government that where an individual requests records that the PRRC reasonably believes are “commercial records,” as that term is defined herein, such requests shall be summarily denied.

C. **Requests for Inspection Only.** Requests for inspection only may be made orally by phone call to the appropriate department, office, or division, or in writing using the Hamilton County Public Records Act Request Form (hereinafter “the HC Request Form”), included as part of this Policy as Appendix A, available for pick up at any Hamilton County General Government office, or online at: <http://www.HamiltonTN.gov/OpenRecords/>

While inspection only requests cannot be required to be made in writing, pursuant to *Tenn. Code Ann.* §10-7-505, the PRRC or Records Custodian may request a verifiable mailing and/or email address from the Requestor for providing any written communication required under the TPRA and/or necessary to complete the request.

In the event that two or more times during the six-month period preceding the current public records request, after having been notified that the requested records are available, and/or being given an appointment or time frame of up to fifteen (15) calendar days in which to inspect the records, a Requestor fails to attend an appointment, or appear to inspect the requested records, any office, department, or division of Hamilton County Government—including such office, department, or division specifically exempted hereunder—may refuse to comply with future requests for a period of up to six months. See *Tenn. Code Ann.* §10-7-503 (vii) (a).

**D. Requests for Digital Copies.** A Requestor seeking digital copies of public records must submit such request using the HC Request Form, and must provide a verifiable email address. The PRRC may request additional contact information, as necessary to fulfill the request.

**E. Requests for Copies, or for Inspection and Copies.** Requests for copies, or requests for inspection and copies, shall be made in writing using the HC Request Form, which should be submitted to the PRRC by either U.S. Mail, fax, or email as noted herein. The HC Request Form is available for pick up at any Hamilton County General Government office, or online at:

<http://www.HamiltonTN.gov/OpenRecords/>

**F. Records Available Online Without Request.** Certain public records, such as court dockets, business names, certain licenses and applications are available online at:

<http://www.hamiltontn.gov/DataServices/Default.aspx>

<http://www.countyclerkanytime.com>

#### **IV. RESPONDING TO PUBLIC RECORDS REQUESTS**

**A. Initial Determination:** The PRRC shall review public record requests and make an initial determination of the following:

1. If the requester is a:
  - a. person, *i.e.*, not a corporation or artificial entity; or
  - b. Tennessee citizen; or
  - c. member of the media.
2. If the records requested are described with sufficient specificity to identify them;
3. If the records requested are “public records” or “commercial records” as those terms are defined herein; and
4. The identity of the appropriate Records Custodian of the requested records.

**B. Initial Response to Requests.** The PRRC shall acknowledge receipt of the request within seven (7) days of the PRRC's receipt of the request, and take any of the following appropriate action(s):

1. Advise the Requestor of this Policy and the elections made regarding:

a. Additional information required from the Requestor to allow for further evaluation and/or fulfillment of the request;

b. Applicable fees, if any required to fulfill the request; and

c. Aggregation of multiple or frequent requests.

2. If appropriate, deny the request in writing, providing the appropriate ground(s) for such denial as one of the following:

a. The Requestor failed to establish Tennessee citizenship upon request by the PRRC or the Records Custodian, or failed to establish that the Requestor was a member of the news media;

b. The Requestor is a corporation or similar artificial entity;

c. The Requestor is a not a Tennessee citizen, but refused to cooperate with the PRRC or Records Custodian to provide additional requested information;

d. The request lacks specificity;

e. The requested records are commercial, not public, records;

f. An exemption makes the record not subject to disclosure under the TPRA;

g. The department, office, or division of Hamilton County General Government to which the request is addressed is not the custodian of the requested records;



h. The records do not exist; or

i. The Requestor has an outstanding balance from a prior records request.

3. If appropriate, contact the Requestor to see if the request can be narrowed;

4. Forward the records request to the appropriate Records Custodian within Hamilton County General Government;

5. If requested records are in the custody of a Hamilton County Government office that is exempt from this Policy, and the PRRC knows the correct governmental entity, advise the Requestor of the correct governmental entity and PRRC for that entity, if known.

**C. Records Custodian:** Upon receiving a public records request, a Records Custodian shall:

1. Promptly make requested public records available in accordance with *Tenn. Code Ann.* §10-7-503. If the Records Custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC for Hamilton County General Government;

2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, a Records Custodian shall, within seven (7) business days from the Records Custodian's receipt of the request, send the Requestor a completed Hamilton County Public Records Request Response Form (hereinafter "HC Response Form"), which is attached as Appendix B to this Policy. Alternatively, the Records Custodian may respond by written letter and/or email, provided that the Requestor has provided an email address and demonstrated a willingness to communicate electronically;

3. If a Records Custodian denies a public records request, such denial shall be in writing as provided in Section IV. B. 2, above, using the HC Response Form. Alternatively, the Records Custodian may respond by written letter and/or email, provided that the Requestor has provided an email address and demonstrated a willingness to communicate electronically;

4. If a Records Custodian reasonably determines production

of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the Records Custodian shall use the HC Response Form to notify the Requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. Alternatively, the Records Custodian may respond by written letter and/or email, provided that the Requestor has provided an email address and demonstrated a willingness to communicate electronically. If appropriate, the Records Custodian should contact the Requestor to see if the request can be narrowed;

5. If a Records Custodian discovers records responsive to a records request were omitted, the Records Custodian should contact the Requestor concerning the omission and produce the records as quickly as practicable;

6. The PRRC shall receive from the Records Custodian a copy of all communications the Records Custodian has with the Requestor, regardless of whether such communication is by U.S. Mail, email, facsimile, or other format.

#### **D. Redaction**

1. If a record contains confidential information or information that is not open for public inspection, pursuant to *Tenn. Code Ann.* §10-7-504, or other applicable laws, the Records Custodian shall prepare a redacted copy prior to providing access. Such redacted copy shall be electronically forwarded to the PRCC. If questions arise concerning redaction, the Records Custodian shall coordinate with the PRRC regarding review and redaction of records. The PRRC may consult with the OORC or with the Office of Attorney General and Reporter;

2. Whenever a redacted record is provided, a Records Custodian shall provide the Requestor with the basis for redaction, using the HC Response Form. Alternatively, the Records Custodian may respond by written letter and/or email, provided that the Requestor has provided an email address and demonstrated a willingness to communicate electronically. The basis given for redaction shall be general in nature and not disclose confidential information;

3. The PRRC shall receive from the Records Custodian a copy of all communications the Records Custodian has with the Requestor regarding redaction or any other communication—written, electronic, or other format—relative to fulfilling the open records request.

**E. Safe at Home Address Confidentiality Program.** Under the applicable law, a participant in this program is entitled to privacy of any and all information contained in the participant's program file, which includes, but is not limited to the participant's identity, actual address, phone number, place of employment, identifying information of the participants minor children, etc. **Information contained in the participant's file is confidential and is not a public record.** Accordingly, it is the policy of Hamilton County that if the PRRC or a Records Custodian has reason to believe that the records requested include confidential information of a program participant, such information shall not be provided to the Requestor. Further, in denying such request, the PRRC or Records Custodian shall not reveal that the subject of the request is a participant in the Safe at Home program.

**F. Inspection of Records**

1. There shall be no charge for inspection of public records;
2. The location for inspection of records within the offices of Hamilton County General Government shall be determined by the Records Custodian of each department, office, or division, or by the appropriate departmental manager;
3. Inspection of records shall generally be available during normal departmental business hours. However, upon notice to the PRCC, departments may limit the hours for inspection of records, require that inspection be by appointment, or may require inspection at an alternate location, as necessary to preclude such inspection from interfering with the department's normal operations. The PRCC or Records Custodian may apprise a Requestor of such limitations, and/or such may be noted on the following site:

<http://www.HamiltonTN.gov/OpenRecords/>

**G. Duplicates/Copies of Records**

1. A Records Custodian shall promptly respond to a public records request for copies in the most economic and efficient manner practicable;
2. Where reasonable, the Records Custodian shall make front-to-back copies/duplicates of the requested records;
3. Copies/duplicates will be available for pickup at a location specified by the Records Custodian, who shall apprise the Requestor by using the HC Response Form;
4. A request for copies/duplicates may not be converted to

an inspection only request, in lieu of paying the fees assessed for production of requested records;

5. Upon payment for postage, copies/duplicates made, and retrieving employees' wages after the first hour of retrieval time (exclusive of employee benefits), copies/duplicates will be delivered to the Requestor in person, or to the address provided by Requestor. Such delivery shall be by the United States Postal Service, unless otherwise requested;

6. All copies/duplicates of records that are not of commercial value must be produced by the appropriate department, office, or division personnel designated by either the appropriate Records Custodian or PRCC, using Hamilton County equipment. Requestors will not be permitted to make copies of records using their own equipment, including, but not limited to: portable scanners, laptops, tablets, cell phones, etc.

7. Pursuant to *Tenn. Code Ann.* §10-7-506 (a), where requested records are of commercial value, a Requestor shall be allowed to make extracts of such records using a cell phone, tablet, or portable scanner to. However, the requested records shall at all times remain in the possession and control of the appropriate Records Custodian or PRRC, who may promulgate reasonable rules for making extracts of such records. The Requestor may be charged for the Record Custodian's, or PRRC's, time to retrieve and/or oversee the Requestor's duplication of the requested records.

#### **H. Digital or Electronic Copies of Records.**

1. A Records Custodian shall promptly respond to a public record request for digital copies in the most economic and efficient manner practicable;

2. If the requested records are not already in an digital format, the appropriate Records Custodian may digitize the requested records, if, so doing, does not require any more time, or expense, than the Records Custodian would spend in making a paper copy/duplicate of the records;

3. Upon payment for the retrieving employees' wages after the first hour of retrieval time, required to either retrieve the digital records and/or to convert, or digitize, such records:

a. **Small Volume.** Electronic copies that are a small volume (of no more than 25 pieces of paper, back-to-front, i.e., 50 images) will be sent to the Requestor's verified email address.

b. **Large Volume.** Electronic copies that are a large volume (in excess of 25 pieces of paper, back-to-front, i.e., 50 images) may be delivered by online access. Upon the PRRC's receipt from the Records Custodian of an electronic copy of the records, the PRRC shall notify the Requestor by email, at the Requestor's verified email address, and provide the Requestor with a website and login information, by which the Requestor shall have a reasonable time period in which to access to the requested electronic copies. In the event the Requester fails to retrieve the requested document(s) within said period and subsequently requests it (or similar documents) again, then the Requester shall be required to pay said charges as before.

4. All copies of records must be produced by the appropriate department, office or division personnel designated by either the Records Custodian or PRCC, using Hamilton County equipment. Requestors will not be permitted to make copies of records using their own equipment, including, but not limited to: portable scanners, laptops, tablets, cell phones, etc.

#### **I. Fees and Charges and Procedures for Billing and Payment**

1. Fees and charges for copies of public records shall not be used to hinder access to public records. Accordingly:

a. When fees for copies/duplicates do not exceed Three U.S. Dollars (\$3), calculated as noted herein, the fees may be waived;

b. The first hour of labor required to fulfill a valid records request shall be waived. When time exceeds one (1) hour, such labor shall be calculated by the Records Custodian or PRRC as follows: determine the total amount of labor for each employee and subtract the first hour of labor of the employee with the highest hourly rate of pay;<sup>2</sup>

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<sup>2</sup> If an employee is paid by salary, rather than an hourly wage, that employee's wage for purposes of assessing the amount to be paid by a Requestor shall be determined by dividing the employee's annual

multiply the remaining amount of labor for each employee by each employee's hourly wage (exclusive of benefits);

Example: The hourly wage of Employee A is \$15. The hourly wage of Employee B is \$20. Employee A spends two (2) hours on a request. Employee B spends two (2) hours on the same request. Since Employee B is the highest paid employee, the first hour of time spent by Employee B in producing the request will be waived. Thus, for this example, the labor charge would be \$50;

2. The Records Custodian, PRRC, or departmental director may waive fees if such waiver is in the best interest of Hamilton County General Government and for the public good. Under no circumstances will fees associated with aggregated records requests be waived;

3. Records custodians shall provide Requestors with an itemized estimate of the charges using the HC Estimate Form prior to producing copies of records and may require partial or complete prepayment of such charges before producing the requested records;

In the event that a Requestor shall agree to an estimated amount, then refuse to pay such amount after records are produced, any department, office, or division of Hamilton County Government—including those departments, offices, or divisions specifically exempted hereunder—may refuse to comply with any further public records requests until the outstanding balance due for all prior records requests is paid in full. See *Tenn. Code Ann.* §10-7-503 (vii) (b);

4. Hamilton County has adopted the recommendation of the Office of Open Records Counsel with respect to fees and charges. Accordingly, fees and charges for copies are as follows:

<u>Copy Output Paper Size</u>	<u>Copy Output Color</u>	<u>Fee(s) Per Page</u>
Letter - 8½" x 11"	Black & White	\$0.15
Letter - 8½" x 11"	Color	\$0.50
Legal - 8½" x 14"	Black & White	\$0.15
Legal - 8½" x 14"	Color	\$0.50

5. If an outside vendor is used, the actual costs assessed by the vendor shall be charged to the Requestor;

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salary by the required hours to be worked per year, i.e. an employee who is expected to work a 37.5 hour work week, and receives an annual salary of \$39,000, will be deemed to be paid \$20 per hour.

6. Payment is to be made in cash, by personal or cashier's check, or by credit/debit card to the department(s) that will produce the records, to the extent that the departments(s) accepts such payment methods;

7. Where the estimated cost of producing requested records is expected to exceed One Hundred U.S. Dollars (\$100), such payment must be made before the Records Custodian will undertake to make the requested paper or electronic copies/duplicates;

8. In the event that any Requestor shall have an outstanding balance from a prior request, neither the PRRC, nor any Records Custodian, is obliged to produce or complete a new request until all outstanding fees are paid, even where such fees are owed to a department, office, or division other than the department, office, or division from which the current records are requested. Outstanding fees shall be a valid reason for denial of a public records request under this Policy.

#### **J. Aggregation of Frequent and Multiple Requests**

1. Hamilton County, Tennessee, General Government, will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than four (4) requests are received within any consecutive thirty (30) day period, either from a single individual, a group of individuals deemed to be working in concert, or a commercial entity, regardless of whether such requests are made by the parent entity and/or its subsidiary(ies) and/or its employees;

2. The level at which records requests will be aggregated shall be determined on a case by case basis by the appropriate Record Custodian(s), after consulting with the PRCC. Generally, such determination shall be made on the basis of various factors, including, but not limited to: (a) the number of requests in any consecutive thirty (30) day period immediately preceding the request; (b) the volume of materials requested; and (c) the number of departments involved in the request, the repetitiveness of the request, etc.;

3. The PRRC is responsible for making the determination that a group of individuals or commercial entities are working in concert, and will inform the Requestors that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC;

4. Routinely released and readily accessible records excluded from aggregation include, but are not limited to those records available at:

<http://www.hamiltontn.gov/DataServices/Default.aspx>

<http://www.countyclerkanytime.com>

**K. Standing Requests:** Neither the PRRC nor any Records Custodian shall accept standing requests for access to public records. All requested records must be requested as outlined herein, with each record requested constituting a separate and distinct request.

#### V. POLICY CHANGES AND ADOPTION

This Policy may be modified periodically and without notice. Such changes shall take effect immediately upon adoption by the Hamilton County Mayor, or as otherwise noted. Modifications shall be presented to the Hamilton County Commission for adoption as soon as practicable after implementation, and shall remain in effect until withdrawn by the Mayor, or rejected by the Hamilton County Commission.

This Policy is hereby adopted this 25<sup>th</sup> day of April, 2019.

  
\_\_\_\_\_  
Jim Coppinger  
Hamilton County Mayor



**HAMILTON COUNTY, TENNESSEE, GENERAL GOVERNMENT**  
**PUBLIC RECORDS REQUEST FORM**

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The Tennessee Public Records Act (TPRA) grants Tennessee citizens an enforceable right to access open public records that exist at the time of the request. However, it is the policy of Hamilton County, Tennessee, General Government to extend such open public records access to all members of the public, regardless of residency. The TPRA does not require Records Custodians or the Public Records Request Coordinator to compile information or create or recreate records that do not exist. Certain information is not public, which may require that the requested records be redacted prior to being provided.

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**To:** Public Records Request Coordinator

Email completed form to: PublicRecords@HamiltonTN.gov

Mail this printed form to: Hamilton County Attorney's Office  
Attn: Public Records Request Coordinator  
625 Georgia Avenue, Suite 204  
Chattanooga, TN 37402

**Date of Request:** \_\_\_\_\_

**From:**

**Requestor's Name:**

**Requestor's Phone Number:**

**Requestor's Mailing Address:**

**Requestor's Email Address:**

**Is Requestor a TN Resident?**

Yes     No

**Type of Request:**

**Inspection Only:** *(The TPRA does not permit fees or require a written request for an "inspection only" request.)*

**Copy/Duplicate:** Copies not exceeding a cost of \$3 will be provided at no charge. Thereafter, fees will be assessed pursuant to the Hamilton County Public Records Policy. You will be provided an estimate of anticipated costs, which must be paid in advance of production of any records.

**Electronic:** If costs for electronic copies are assessed, such will be calculated pursuant to the Hamilton County Public Records Policy, and you will be provided an estimate of anticipated costs. Estimated costs must be paid in advance of production of any records. Additionally, if the records requested are too voluminous to be sent by email, or if they are redacted, access will be provided via the internet. Such access will be assessed a \$3 convenience fee, which must be paid in advance.

**Additional Fees:** If the final cost of fulfilling the records request is more than the estimated amount, Requestor must to pay the difference before records will be provided.

**Delivery preference:**

On-Site Pick-Up  
 Electronic

USPS First-Class Mail  
 Other: \_\_\_\_\_

**Records Requested:** 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 PRRC and/or Records Custodian responding to the request to identify the specific records you are seeking.

Type of Record Requested	Timeframe or Date Range	Subject Matter or Key Words Related to Requested Records
<i>Example: Will of John Doe</i>	<i>1/1/2001 - 1/1/2005</i>	<i>Last Will and Testament, 1425 Somewhere Street, 1940 Oldsmobile</i>

Notes or Comments: \_\_\_\_\_  
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 \_\_\_\_\_  
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*By my signature below, I acknowledge my understanding that I must pay all fees before any records will be produced and/or made available to me.*

\_\_\_\_\_  
 Signature of Requestor

**This section to be completed by Public Records Request Coordinator**

Date Request Received: \_\_\_\_\_ Assigned Tracking Number: \_\_\_\_\_

Forwarded to: \_\_\_\_\_ Date Sent: \_\_\_\_\_