

PUBLIC RECORDS POLICY
for
HAMILTON COUNTY, TENNESSEE
OFFICE OF THE CLERK AND MASTER

The Hamilton County Clerk & Master's Office hereby adopts the Hamilton County, Tennessee, General Government Public Records Policy, pursuant to Tenn. Code Ann. § 10-7-503(g), to the extent that such Policy does not conflict with confidentiality requirements under applicable Federal and/or State law.

Citizenship Requirement. The Tennessee Public Records Act applies only to Tennessee citizens. The Hamilton County Clerk & Master's Office believes the spirit of the law is to provide the public meaningful access to government records. Accordingly, the Hamilton County Clerk & Master's Office does not require requestors to be a citizen of Tennessee, and, therefore, does not require requestor's to submit proof of residence with their request. However, the Hamilton County Clerk & Master's Office hereby reserves the right to inquire as to a requestor's citizenship prior to providing the requested records, and may deny requests made by citizens, where the PRRC reasonably believes the request is for commercial records, as defined herein, or upon the requestor's refusal to provide proof of citizenship upon request by the PRRC or records custodian.

Non-Citizen Requests. Requests made by persons who are not citizens of Tennessee will be processed after all outstanding citizen requests. Non-citizen requests may not be responded to or fulfilled within the statutorily prescribed time frames. The Hamilton County Clerk & Master's Office 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 the request is for commercial records, as defined herein.

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 or a news gathering use by the news media.

In addition to the standard copy fees outlined in the Hamilton County General Government Policy, the Hamilton County Clerk & Master's Office adopts the following fees for records pursuant to Tenn. Code Ann. § 8-21-401(i)(4) and (5):

Copies (electronic or paper)	\$.50/page
Certified Photocopies	\$5.00 + \$.50/page

No records maintained by the Clerk & Master's Office may be captured or extracted by electronic devices, such as cell phones, laptops, tablets, personal scanners, etc.

Records maintained by the Clerk & Master's Office are open for inspection during normal business hours, from 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays, at:

Hamilton County Courthouse
625 Georgia Avenue, Room 300
Chattanooga, Tennessee 37402

The Designated Public Records Request Coordinator and Records Custodian will be Rachael J. Kapperman, Staff Attorney. Any requests to inspect files in the Conservatorship/Guardianship Department will be reviewed directly by the Clerk & Master, Robin L. Miller.

Requests may be made orally by calling: (423) 209-6627

Or by completing the Hamilton County Clerk and Mater Public Records Request Form, which is available online at:

<http://www.hamiltontn.gov/Courts/ClerkMaster/Forms/Form%20284PR.doc>

The completed Hamilton County Public Records Request Form may be submitted by mail to:

Hamilton County Courthouse
Attn: Rachael Kapperman
625 Georgia Avenue, Room 300
Chattanooga, Tennessee 37402

Or by email to: chancerycourtrecords@hamiltontn.gov
Or by fax to: (423) 209-6601

Changes to this policy may be made periodically, and such changes shall take effect immediately, or as otherwise noted, and shall remain in effect until withdrawn by the Chancery Court Clerk & Master, or rejected by the Hamilton County Commission.

The foregoing is adopted this 7th day of April, 2020.


Robin L. Miller, Clerk & Master
Hamilton County Chancery Court