

PUBLIC RECORDS POLICY
for
HAMILTON COUNTY, TENNESSEE
CLERK & MASTER'S OFFICE

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.

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 requests:

Copies	\$.50/page
Colored Copies	\$.50/page
Certified Photocopies	\$5.00 + \$.50/page

Any requests totaling less than \$3.00 will not be charged

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) 209-6600 or (423) 209-6627

Or by completing the Hamilton County Public Records Request Form for Chancery Court, which is available online at:

https://www.hamiltontn.gov/Courts.aspx#Chancery_Court

Click on "Chancery Court" then scroll down and click on "Open Records Request Form."

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periodically, and such changes shall take effect immediately, or as otherwise noted, and shall remain in effect until withdrawn by the Chancery Court Clerk & Master, or rejected by the Hamilton County Commission.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 22nd day of January, 2025.


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