**MODEL PUBLIC RECORDS POLICY COMPLETION CHECKLIST**

*Before beginning we recommend reviewing the Policy Considerations attached to the Model Policy*

1. Title – Enter name of governmental entity (the county legislative body should enter the name of the county and other entities if they adopt separate policies should enter their specific name (e.g., X County Register of Deeds Office)).

Complete - ꙱

2. First Paragraph – Enter name of governmental entity and governing authority. Usually the governing authority will be the primary voting body of the entity but would be an individual if the entity lacks a governing body (e.g., X County Register of Deeds).

 Complete - ꙱

3. Second Paragraph - Enter name of governmental entity.

Complete - ꙱

4. Third Paragraph – Enter name of governmental entity in the first sentence, third sentence and fourth sentence.

Complete - ꙱

5. Fourth Paragraph – State where the policy will be available for inspection. Usually similar policies for the entire county are kept in the county clerk’s office or if for an individual entity then in that entity’s main office location. State where the policy will be posted online. If the entity cannot post the policy online, it is recommended that the policy at least be posted at the courthouse or main office. State how often the policy will be reviewed.

Complete - ꙱

6. Fifth Paragraph – The county legislative body should state which entities are not covered by the policy. The form resolution provided by CTAS provides that the policy adopted by the county legislative body applies to all county entities unless an entity adopts its own separate policy. It may be beneficial to indicate in this paragraph that a list of county entities with separate policies is attached to the model policy as an exhibit and provide that such exhibit will be updated if a county entity adopts a separate policy. County entities adopting separate policies should state that the policy only applies to that entity. We recommend that county entities adopting separate policies file such policy with the county legislative body so that the county legislative body’s exhibit list may be updated.

Complete - ꙱

7. Section II, A – State whether request may be submitted online as opposed to (and in addition to) being submitted to the PRRC.

Complete - ꙱

8. Section II, B – State what form(s) of contact information the PRRC should request for written communication.

Complete - ꙱

9. Section II, C – State whether the OORC PUBLIC RECORDS REQUEST FORM shall be used for written request. We recommend use of the form. If the form will be used then attach the form. PLEASE NOTE - a requestor cannot be forced to use the form if they only want to inspect records. State where request may be made and by what methods beyond in person, mail and phone (e.g., email).

Complete - ꙱

10. Section II, D – State whether a request for copies must be in writing and, if so, whether the OORC PUBLIC RECORDS REQUEST FORM shall be used. We recommend use of the form. If the OORC form or another form will be used then attach the form (if not previously attached). State where request may be made and by what methods beyond in person and mail (e.g., email).

Complete - ꙱

11. Section II, E – State whether proof of Tennessee citizenship will be required. If so, state what acceptable alternative forms of ID are acceptable (e.g., photo ID issued by the federal or Tennessee state government which contains a residential address).

Complete - ꙱

12. Section II, F – If applicable, state whether any commonly requested records are posted and readily available without needing to submit a request (e.g., county legislative body meeting dates posted at the courthouse) and any guidelines about posting records online.

Complete - ꙱

13. Section III, A.2.d – Enter name of governmental entity.

Complete - ꙱

14. Section III, A.3.a – Enter name(s) or title(s) of PRRC(s). We recommend title(s) be used so the policy does not have to be updated due to personnel changes.

Complete - ꙱

15. Section III, A.3.b – Enter contact information for PRRC(s).

Complete - ꙱

16. Section III, A.4 – State whether and how often the PRRC(s) will report to the governing authority relative to the operation of the policy.

Complete - ꙱

17. Section III, B.2 – State that the OORC PUBLIC RECORDS REQUEST RESPONSE FORM is attached and attach the form.

Complete - ꙱

18. Section III, B.3 – Delete the language relative to the OORC PUBLIC RECORDS REQUEST RESPONSE FORM if the form will not be used for denials. We recommend use of the form. If the form will be used then no deletion is necessary.

Complete - ꙱

19. Section III, C.1 – Delete bracketed language relative to state agencies also being able to consult with the Office of the Attorney General.

Complete - ꙱

20. Section IV, A – County entities cannot charge for inspecting records. Thus, the bracketed language may be deleted or, alternatively, state that individuals cannot be charged for inspection unless specifically authorized by law.

Complete - ꙱

21. Section IV, B – Enter name of governmental entity.

Complete - ꙱

22. Section IV, C – Bracketed language provides that appointment requirements and hours of inspection should be described. If included, those should be described here, however, it may be beneficial to delete the bracketed language as we do not recommend per se appointment requirements or per se limited hours of inspection applicable to all county entities.

Complete - ꙱

23. Section V, B – Bracketed language provides for an option to state a specific place to pick up records. If a specific place to pick up records request is selected it should be stated here. If records will be picked up at a location specified by the records custodian then the bracketed language should be deleted.

Complete - ꙱

24. Section V, C – State additional permitted means of delivery (e.g., email).

Complete - ꙱

25. Section V, D – State whether a requestor will be allowed to make copies with their own personal equipment and, if so, under what circumstances.

Complete - ꙱

26. Section VI, A – Bracketed language provides for circumstances under which fees shall be charged or not charged. If fees will not be charged for reasons not described in Section VI, C or Section VI, E then those circumstances should be described here. Otherwise, the bracketed information should be deleted.

Complete - ꙱

27. Section VI, B – Bracketed language provides for the description of any itemized cost estimate form to be used. If the entity does not have its own form then the bracketed language should be deleted. To our knowledge the OORC has not published an itemized cost estimate form.

Complete - ꙱

28. Section VI, C – State the amount, if any, of fees for copies or labor that may be waived and under what circumstance such fees may be waived.

Complete - ꙱

29. Section VI, D – If amounts higher than the OORC Schedule of Reasonable Charges will be charged then attach documentation for such costs.

Complete - ꙱

30. Section VI, D.3 – State other charges for copies besides the standard $0.15 for black and white and $0.50 for color. We recommend indicating and clarifying here that offices with specific statutory copy or document charges may charge according to those statutes (e.g., court clerks per Tenn. Code Ann. § 8-21-401, county clerks per Tenn. Code Ann. § 8-21-701, registers of deeds per Tenn. Code Ann. § 8-21-1001).

Complete - ꙱

31. Section VI, D.4 – State time after which labor costs will be charged (minimum of 1 hour must be provided without costs).

Complete - ꙱

32. Section VI, E – State the circumstances, if any, under which no fees shall be charged (e.g., copy request of less than X pages that require no redaction).

Complete - ꙱

33. Section VI, F – Describe how payment shall be made. We recommend that the methods of payment be as broad as the entity accepts under other similar circumstances.

Complete - ꙱

34. Section VI, G – Describe when payment in advance will be required (e.g., if estimate is over $X amount).

Complete - ꙱

35. Section VI, I – State whether frequent and multiple requests will be aggregated.

Complete - ꙱

36. Section VI, I.2 – If not aggregating then delete. If aggregating then describe under Section VI, I.2.a the level at which requests will be aggregated and under Section VI, I.2.c list any records which will be excluded from aggregation.

Complete - ꙱