

# Maryville City Schools Board of Education

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|---|---|--------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Biennially<br/>in October</b> | Descriptor Term:<br><br><b>School Board Records</b> | Descriptor Code:<br><b>2.5</b> | Review Date:<br><b>09/18/17</b> |
|   |   | Rescinds:                      | Last Revision:                  |

1 The director of schools shall maintain all school district records required by law,  
2 regulation and board policy. Any citizen of Tennessee shall be permitted during  
3 business hours to inspect public records maintained by the school district unless  
4 otherwise prohibited by law. Any citizen of Tennessee may request in writing and  
5 receive copies of open public records subject to the payment of reasonable cost.

6  
7 No records pertaining to individual students will be released for inspection by the  
8 public or any unauthorized persons. In addition, information, records, and plans  
9 related to security and safety will not be release for public inspection.

10  
11 All requests to inspect or receive copies of records shall be submitted to the director of  
12 schools, the district's public records request coordinator and records custodian.

13  
14 Prior to producing any record, the records custodian shall ensure confidential  
15 information is redacted. Original documents remain intact and confidential  
16 information in copies produced for a requestor shall be redacted. The director of  
17 schools shall develop a procedure to redact confidential information.

## 18 19 **REQUESTS FOR INSPECTION**

20  
21 Citizens requesting to inspect public records shall submit their request and a  
22 government issued photo identification card with the citizen's address to the district's  
23 public records request coordinator during normal business hours. Requests may be  
24 made in person or by telephone, fax, mail or electronic mail (email). The coordinator  
25 shall submit the information to the appropriate records custodian. The records  
26 custodian will contact the citizen and indicate when the records will be available to  
27 inspect.

28  
29 If the records cannot be made available within seven (7) business days, the records  
30 custodian shall provide a records production letter indicating the time needed to  
31 complete the request.

32  
33 If the request to inspect is denied, the records custodian shall provide the citizen with a  
34 records request denial letter indicating the basis for the denial.

## 35 36 **REQUESTS FOR COPIES**

37  
38 Citizens requesting copies of public records shall complete and submit the Records  
39 Request Form and a government issued photo identification card with the citizen's

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1 address to the district's public records request coordinator during normal business  
2 hours. The coordinator shall submit the Records Request Form to the appropriate  
3 records custodian.

4  
5 The records custodian shall provide an estimate of the reasonable costs to produce the  
6 requested records. The Tennessee Comptroller of the Treasury, Office of Open  
7 Records Counsel Schedule of Reasonable Charges found at  
8 <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the  
9 reasonable cost. The records custodian will provide the citizen with an invoice  
10 detailing the charges. The citizen shall pay the estimated reasonable costs by cash  
11 only prior to the district producing the copies.

12  
13 If the records cannot be made available within seven (7) business days, the records  
14 custodian shall provide a records productions letter indicating the time needed to  
15 complete the request.

16  
17 If the request for copies is denied, the records custodian shall provide the citizen with  
18 a records request denial letter detailing the basis for the denial.

## 19 20 **FREQUENT AND MULTIPLE REQUESTS**

21  
22 When the total number of requests for copies made by a request or within a calendar  
23 month exceeds four (4), the requestor may be charged a fee for any and all labor that is  
24 reasonably necessary to produce copies of the requested records. Prior to charging a  
25 reasonable fee, the requestor shall be notified of this policy and provided with a Notice  
26 of Aggregation of Multiple Requestors form. The Tennessee Comptroller of the  
27 Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at  
28 <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the  
29 reasonable cost. Further, the names of persons inspecting records and the date of  
30 inspection shall be recorded.

## 31 32 **RECORDS RETENTION**

33  
34 The Director of Schools or designee shall retain and dispose of school records in  
35 accordance with the following guidelines.

36  
37 The Director of Schools and/or designees will determine if a particular record is of  
38 permanent or temporary value in accordance with state regulations.  
39

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Temporary records that have been kept beyond the required time shall be recommended for destruction to the Public Records Commission.

Permanent records will be kept in some usable form.