

Murfreesboro City Schools ADMINISTRATIVE DIRECTIVE

Administrative Directive Title: Public Records Requests Fulfillment	AD Number: 1.407.1	Adopted: January 2024 Former Descriptor: BO17
Policy References: Board Policy 1.407 – School District Records		Revised: 11/24

1 The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public
2 records that exist at the time of the request. There is no cost to inspect records unless it takes more than
3 one hour to produce the records. Requestors may make their request to the Records Request Coordinator
4 using the Public Records Request form, by U.S. mail, or via electronic mail to the Records Request
5 Coordinator. Requests for inspection may be made orally, however, written or digital requests are
6 preferred, though not required. The TPRA does not require records custodians to compile information
7 or create or recreate records that do not exist.

8 The following individual serves as the Records Request Coordinator for Murfreesboro City Schools:
9 Lauren Bush, Records Request Coordinator
10 2552 South Church Street
11 Murfreesboro, TN 37127
12 lauren.bush@cityschools.net
13 Phone: 615-225-9387
14 Fax: 615-893-2352

15 Records can be reviewed during regular business hours from 8:00 a.m.– 4:00 p.m., Monday through
16 Friday, excepting holidays or other days when the offices are closed. The Records Request Coordinator
17 shall acknowledge receipt of the request and the requestor will receive a response from the Records
18 Request Coordinator following receipt of the request. The response will provide the anticipated date the
19 records will be available, any costs associated with the production of records, or a written denial detailing
20 the basis for denial. The Records Request Coordinator may respond and ask that the requestor narrow or
21 clarify their records request. If information from the public record is redacted, the provision within State
22 or Federal law making the information confidential will be cited in the response to the requestor.

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27 and ask that the requestor narrow or clarify their records request. If information from the public record
28 is redacted, the provision within State or Federal law making the information confidential will be cited
29 in the response to the requestor.

30 COST ESTIMATES FOR REQUESTS

31 If copies of the records are requested, the Records Request Coordinator shall provide an estimate of the
32 reasonable costs to produce the requested records prior to producing copies of records. The [Tennessee
33 Office of Open Records Counsel Schedule of Reasonable Charges](#) shall be used to determine the

34 reasonable cost of the request. The Records Request Coordinator may waive cost if fees total less than
35 five dollars (\$5.00) or the person requesting copies does so on behalf of another local educational agency
36 or State agency. The requestor shall pay the fees and charges by cash, cashier's check, or money order
37 made payable to the Murfreesboro City Schools and delivered to administrative offices located at 2552
38 South Church Street, Murfreesboro TN, 37127.

39 If copies are requested to be mailed, the Records Request Coordinator will provide an estimate of cost
40 for postage for records to be mailed via the United States Postal Service. The requestor will be
41 responsible for any costs associated with postage in addition to any costs associated with the records
42 requested. The requestor will also be responsible for any out-of-pocket costs for flash drives or other
43 storage devices on which electronic copies are provided.

44 If labor is required to compile and/or redact records, the requestor will be charged for the cost of labor
45 reasonably necessary to produce the requested records if labor exceeds one (1) hour. The cost of labor
46 shall be based on the hourly wage of an employee. "Hourly wage of an employee" is based upon the
47 base salary of the employee and does not include benefits. If an employee is not paid on an hourly basis,
48 the hourly wage shall be determined by dividing the employee's annual salary by the required hours to
49 be worked per year. In calculating labor charges, the Records Request Coordinator will determine the
50 total amount of labor for each employee and subtract the labor threshold from the labor of the highest
51 paid employee(s). The Records Request Coordinator will then multiply the amount of labor for each
52 employee by each employee's hourly wage to calculate the total amount of labor charges associated with
53 the request.

54 Any estimated costs associated with the production of records will be provided at the time of response
55 and prior to the records request being fulfilled. Payment in advance is required for all requests for copies
56 of public records.

57 **REQUESTS FOR STUDENT INFORMATION**

58 Tennessee Code Annotated § 10-7-504 specifies that "the records of students in public educational
59 institutions" are to be "treated as confidential" and therefore not subject to the State's public records
60 request laws. Additionally, the Family Educational Rights and Privacy Act (FERPA) protects the privacy
61 of student education records and applies to all schools who receive funds under an applicable program
62 of the U.S. Department of Education. Responses to public records requests for records may be denied or
63 limited based on the confidentiality requirements of statutory authority cited above. Requests for
64 educational records by the parent/guardian or eligible student may be made pursuant to Board Policy
65 6.600.