

Descriptor Term: Records Requests Fulfillment	Descriptor No: AD BO17	Effective Date: January 2024
	Revised:	

1 **Public Records Requests**

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

9 The following individual serves as the Records Request Coordinator for Murfreesboro City
10 Schools:

11 Lauren Bush, Records Request Coordinator
12 2552 South Church Street
13 Murfreesboro, TN 37127
14 lauren.bush@cityschools.net
15 Phone: 615-225-9387
16 Fax: 615-893-2352

17 Records can be reviewed during regular business hours from 8:00 a.m. – 4:00 p.m., Monday
18 through Friday, excluding holidays or other office closures. Inspection of public records shall
19 take place at the administrative offices for Murfreesboro City Schools located at 2552 South
20 Church Street, Murfreesboro TN, 37127. Records requestors are recommended, but not required,
21 to call to confirm before arrival to inspect. Requestors inspecting records will not be allowed to
22 make copies of public records with any type of personal equipment, including, but not limited to
23 cell phones, portable scanners, or portable copy machines.

24 **Records Requests Responses**

25 The Records Request Coordinator shall acknowledge receipt of the request and the requestor
26 will receive a response from the Records Request Coordinator following receipt of the request.
27 The response will provide the anticipated date the records will be available, any costs associated
28 with the production of records, or a written denial detailing the basis for denial. The Records
29 Request Coordinator may respond and ask that the requestor narrow or clarify their records
30 request. If information from the public record is redacted, the provision within State or Federal
31 law making the information confidential will be cited in the response to the requestor.

32 **Cost Estimates for Public Records Requests**

33 If copies of the records are requested, the Records Request Coordinator shall provide an
34 estimate of the reasonable costs to produce the requested records prior to producing copies of
35 records. The Tennessee Office of Open Records Counsel Schedule of Reasonable Charges shall
36 be used to determine the reasonable cost of the request. The Records Request Coordinator may
37 waive cost if fees total less than five dollars (\$5.00) or the person requesting copies does so on
38 behalf of another local educational agency or State agency. The requestor shall pay the fees and
39 charges by cash, cashier's check, or money order made payable to the Murfreesboro City Schools

40 and delivered to administrative offices located at 2552 South Church Street, Murfreesboro TN,
41 37127.

42 If copies are requested to be mailed, the Records Request Coordinator will provide an
43 estimate of cost for postage for records to be mailed via the United States Postal Service. The
44 requestor will be responsible for any costs associated with postage in addition to any costs
45 associated with the records requested.

46 ***Payment in advance is required for all requests for copies of public records.***

47 **Requests for Student Information or Education Records**

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

Legal References
TCA 10-7-503, *et seq.*
TCA 49-2-104
U.S. Code 20 (1974) 1232g