

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in June</b>	Descriptor Term: <b>School District Records</b>	Descriptor Code: <b>1.407</b>	Issued Date: <b>10/24/23</b> Reviewed: <b>06/13/17; 06/25/19; 06/22/21</b>
		Rescinds:	Issued: <b>06/09/02</b>

## 1 *General*

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

7 No records pertaining to individual students will be released for inspection by the public or any  
8 unauthorized persons. In addition, information, records, and plans related to security and safety will  
9 not be released for public inspection.<sup>5</sup>

10 All requests to inspect or receive copies of records shall be submitted to district's Public Records  
11 Request Coordinator. The Public Records Request Coordinator shall forward requests for inspection or  
12 copies of records to the appropriate records custodian.<sup>6</sup>

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

## 16 **REQUESTS FOR INSPECTION<sup>2</sup>**

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

22  
23 If the records cannot be made available within seven (7) business days, the public records request  
24 coordinator shall provide a records production letter indicating the time needed to complete the  
25 request.

26 If the request to inspect is denied, the public records request coordinator shall provide the citizen with  
27 a records request denial letter indicating the basis for the denial.

## 1 **REQUESTS FOR COPIES<sup>2</sup>**

2 Citizens requesting copies of public records shall complete and submit the Records Request Form and  
3 a government issued photo identification card with the citizen's address to the district's public records  
4 request coordinator during normal business hours. The coordinator shall submit the Records Request  
5 Form to the appropriate records custodian.

6 The public records request coordinator shall provide an estimate of the reasonable costs to produce the  
7 requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel  
8 Schedule of Reasonable Charges shall be used to determine the reasonable cost. The records custodian  
9 will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated  
10 reasonable costs by cash or check prior to the district producing the copies.

11 If the records cannot be made available within seven (7) business days, the public records request  
12 coordinator shall provide a records production letter indicating the time needed to complete the  
13 request.

14 If the request for copies is denied, the public records request coordinator shall provide the citizen with  
15 a records request denial letter detailing the basis for the denial.

## 16 **FREQUENT AND MULTIPLE REQUESTS**

17 When the total number of requests for copies made by a requestor within a calendar month exceeds  
18 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to  
19 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be  
20 notified of this policy and provided with a Notice of Aggregation of Multiple Requests/Requestors  
21 form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of  
22 Reasonable Charges shall be used to determine the reasonable cost. Further, the names of persons  
23 inspecting records and the date of inspection shall be recorded.

## 24 **DENYING REQUESTS FOR NONCOMPLIANCE<sup>7</sup>**

### 25 *Requests to Inspect a Public Record*

26 The district shall deny a request to inspect a public record from any citizen that has:

- 27 a. Made two (2) or more requests to view a public record within a six-month period; and
- 28 b. For each request failed to view the record within fifteen (15) business days of receiving  
29 notification that the record was available.

30 Requests from this citizen shall be denied for up to six (6) months from the date of the second records  
31 request. The district's public records request coordinator may waive this denial if he/she determines  
32 that failure to view the record was for good cause.

### 34 *Requests for Copies of Public Records*

35 The district shall deny a request for copies of a public record from any citizen that has:

- 36 a. Been provided with an estimate of the reasonable cost to produce the requested records;
- 37 b. Agrees to pay such estimated reasonable cost prior to production of the records; and
- 38 c. Fails to pay the actual cost after the records have been produced.

39 Additional requests from this citizen shall be denied until the original cost is paid.

## 1 RECORDS RETENTION

2 The Director of Schools and/or designee(s) shall retain and dispose of school district records in  
3 accordance with the following guidelines:<sup>2,4</sup>

- 4 1. The Director of Schools and/or designee(s) will determine if a particular record is of permanent  
5 or temporary value in accordance with Municipal Technical Advisory Service records retention  
6 manual;<sup>8</sup>
- 7 2. The Director of Schools shall establish procedures to safeguard against the unlawful  
8 destruction, removal, or loss of records.<sup>9</sup>

## 9 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR<sup>10</sup>

10 Lauren Bush  
11 Assistant City Attorney – Murfreesboro City Schools  
12 2552 South Church Street  
13 Murfreesboro, TN 371127  
14 Phone: 615-893-2313  
15 Fax: 615-893-2352  
16 Email: [lauren.bush@cityschools.net](mailto:lauren.bush@cityschools.net)

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### Legal References

1. TCA 49-2-301(b)(1)(Z)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-503(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-702
9. TCA 39-16-504
10. TCA 10-7-503(g)(1)(D)

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### Cross References

Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600