

HICKMAN COUNTY, TENNESSEE

RESOLUTION NO. 17-23

TO ADOPT A PUBLIC RECORDS POLICY FOR OFFICES OF HICKMAN COUNTY, TENNESSEE PURSUANT TO T.C.A. § 10-7-503(g)

WHEREAS, it is beneficial for the general welfare of the citizens of Hickman County for offices and departments of this county to operate in an open and responsive manner; and

WHEREAS, the “Tennessee Public Records Act” as codified in *Tennessee Code Annotated* § 10-7-501 et seq. requires that all counties in the State of Tennessee adopt policies regarding access to and inspection of public records; and

WHEREAS, the officials and employees of Hickman County should have objective guidelines to follow in regards to requests from Tennessee citizens for access to and for inspection of public records;

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Hickman County, Tennessee, assembled in regular session this 26th day of June, 2017, that the following will be the Public Records Policy of Hickman County, Tennessee:

PUBLIC RECORDS POLICY FOR HICKMAN COUNTY, TENNESSEE

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for Hickman County, Tennessee, is hereby adopted by the Board of County Commissioners of Hickman County, Tennessee, to provide economical and efficient access to public records as provided under the Tennessee Public Records Act (“TPRA”) in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of

Hickman County, Tennessee, are presumed to be open for inspection unless otherwise provided by law.

Personnel of Hickman County, Tennessee, shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of Hickman County, Tennessee, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for Hickman County, Tennessee, or to the Tennessee Office of Open Records Counsel (“OORC”).

This Policy is available for inspection and duplication in the office of the County Clerk of Hickman County. This Policy shall be reviewed every two years.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of Hickman County, Tennessee, except the following offices, departments, or divisions of Hickman County, Tennessee, which have separate public records policies:

- a. Hickman County Circuit Court Clerk (includes General Sessions & Juvenile Courts) - see “Attachment A”
- b. Hickman County Finance Office - see “Attachment B”
- c. Hickman County Property Assessor - see “Attachment C”
- d. Hickman County Sheriff’s Department - see “Attachment D”
- e. Hickman County Chancery Court (Clerk & Master) - see “Attachment E”
- f. Hickman County Trustee - see “Attachment F”

I. Definitions:

A. *Records Custodian*: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.

B. *Public Records*: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).

C. *Public Records Request Coordinator*: The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.

D. *Requestor*: A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records

A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.

B. Requests for inspection only cannot be required to be made in writing. The PRRC should request a mailing [or email] address from the requestor for providing any written communication required under the TPRA.

C. Formal requests for inspection may be made orally or in writing [using the attached Form 1] at County Archivist, 8 Courthouse, Public Square, Centerville, Tennessee 37033 or by phone at 931-729-6478. If the requestor is aware that a particular office holds the records that are being requested, the requestor may go directly to the Records Custodian for that particular office to request access to the public records being requested.

D. Requests for copies, or requests for inspection and copies, shall be made in writing [using the attached Form 1] at County Archives, 8 Courthouse, Public Square, Centerville, Tennessee 37033.

E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of ID) is required as a condition to inspect or receive copies of public records.

III. Responding to Public Records Requests

A. Public Record Request Coordinator (PRRC)

1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the Governmental Entity is the custodian of the records.
2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen .

- ii. The request lacks specificity. (Offer to assist in clarification)
 - iii. An exemption makes the record not subject to disclosure under the TPRA. (Provide the exemption in written denial)
 - iv. The Governmental Entity is not the custodian of the requested records.
 - v. The records do not exist.
- c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Forward the records request to the appropriate records custodian in the appropriate office or department of Hickman County, Tennessee..
 - e. If requested records are in the custody of a different governmental entity, and the PRRC knows the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity if known.

3. The designated PRRCs are:

- a. Secretary, Office of the County Mayor, 114 North Central Avenue, Suite 204, Centerville, TN 37033 Phone: 931-729-2492 Fax: 931-729-6150
Email: mayor@hickmanco.com
- b. Chief Deputy Clerk, Hickman County Clerk, 114 North Central Avenue, Suite 202, Centerville, TN 37033 Phone: 931-729-2621 Fax: 931-729-9951
Email: casey.dorton@hickmanco.com
- c. Finance Director, Hickman County Finance Office/Department, 114 North Central Avenue, Suite 203, Centerville, TN 37033 Phone: 931-729-6124
Fax: 931-729-4994 Email: aelliott@hickmanco.com
- d. Administrator of Elections, Hickman County Election Commission, 114 North Central Avenue, Centerville, TN 37033 Phone: 931-729-4560
Fax: 931-729-0375 Email: election@hickmanco.com
- e. Deputy Building Commissioner, Planning and Zoning Office, 114 North Central Avenue, Centerville, TN 37033 Phone: 931-729-5534
Fax: 931-729-1819 Email: r.atkinson@hickmanco.com
- f. County Register, Register of Deeds, 114 North Central Avenue, Suite 104, Centerville, TN 37033 Phone: 931-729-4882
Email: hickman@titlesearcher.com

- g. Transfer station clerk, Hickman County Solid Waste Department, 2220 Skyview Drive, Centerville, TN 37033 Phone: 931-729-2136
Fax: 931-729-9924 Email: solidwaste@hickmanco.com
- h. Hickman County Trustee, 114 North Central Avenue, Suite 105, Centerville, TN 37033 Phone: 931-729-3486 Fax: 931-729-1672
Email: trustee@hickmanco.com
- i. Hickman County Assessor of Property, 114 North Central Avenue, Suite 106, Centerville, TN 37033 Phone: 931-729-2169 Fax: 931-729-6113
Email: dmayberry@hickmanco.com
- j. Administrative secretary, Hickman County Sheriff's Office, 108 College Avenue, Centerville, TN 37033 Phone: 931-729-6143 Fax: 931-729-2491
Email: sheriff@hickmanco.com
- k. County Archivist, County Archives, 8 Courthouse, Public Square, Centerville, TN 37033 Phone: 931-729-6478 Email: archives@hickmanco.com
- l. Clerk & Master, Hickman County Chancery Court, 104 College Avenue, Centerville, TN 37033 Phone: 931-729-2522 Fax: 931-729-3726
Email: beth.harlow@hickmanco.com
- m. Hickman County Circuit Court Clerk (includes General Sessions and Juvenile Courts), 104 College Avenue, Centerville, TN 37033 Phone: 931-729-2211
Fax: 931-729-6141 Email: dana.nicholson@tncourts.gov
- n. Library Director, Hickman County Public Library, 120 West Swan Street, Centerville, TN 37033 Phone 931-729-5130
Email: dansbyhclib@bellsouth.net
- o. Assistant Director, Hickman County EMS (Ambulance Service), 106 East Swan Street, Centerville, TN 37033 Phone: 931-729-3004
Fax: 931-729-3911 Email: jbates@hickmanco.com
- p. Director, Hickman County EMA (Emergency Management), 550 Highway 100, Centerville, TN 37033 Phone: 931-729-6132
Email: ema@hickmanco.com

4. The PRRC(s) shall report to the governing authority on an annual basis about the Governmental Entity's compliance with the TPRA pursuant to this Policy and shall make recommendations, if any, for improvement or changes to this Policy.

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, counsel, or the OORC.
2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form which is attached as Form 2, based on the form developed by the OORC.
3. If a records custodian denies a public record request, he or she shall deny the request in writing as provided in Section III.A.2.b using the Public Records Request Response Form.
4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall use the Public Records Request Response Form to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.
5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing

access. If questions arise concerning redaction, the records custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The records custodian and the PRRC may also consult with the OORC.

2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

IV. Inspection of Records

- A. There shall be no charge for inspection of open public records.
- B. The location for inspection of records within the offices of Hickman County, Tennessee, should be determined by either the PRRC or the records custodian.
- C. Under reasonable circumstances, the PRRC or a records custodian may require an appointment for inspection or may require inspection of records at an alternate location.

V. Copies of Records

- A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the records custodian.
- C. If desired by the requestor and upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service..
- D. A requestor will not be allowed to make copies of records with personal equipment.

VI. Fees and Charges and Procedures for Billing and Payment

- A. Fees and charges for copies of public records should not be used to hinder access to public

records.

B. Records custodians shall provide requestors with an itemized estimate of the charges [using Form 1] prior to producing copies of records and may require pre-payment of such charges before producing requested records.

C. When fees for copies and labor do not exceed \$5.00, the fees may be waived. Requests for waivers for fees above \$ 25.00 must be presented to the County Archivist, who is authorized to determine if such waiver is in the best interest of Hickman County, Tennessee, and for the public good. Fees associated with aggregated records requests will not be waived.

D. Fees and charges for copies are as follows:

1. \$0.15 per page for letter- and legal-size black and white copies.
2. \$0.50 per page for letter- and legal-size color copies.
3. Other: (i.e. temporary personnel costs)_____.
4. Office labor when time exceeds one half (1/2) hour.
5. If an outside vendor is used, the actual costs assessed by the vendor.

E. Payment is to be made either in cash or by personal or corporate check payable to the Hickman County Trustee and presented to the records custodian.

F. Payment in advance will be required when costs are estimated to exceed \$100.00 (see Form 1).

G. Aggregation of Frequent and Multiple Requests

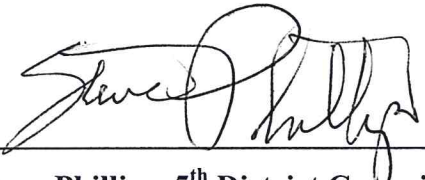
1. Hickman County, Tennessee, will not aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than four (4) requests are received within a calendar month (either from a single individual or a


group of individuals deemed working in concert).

2. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the records custodian must inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.

SECTION 4: The provisions of this resolution shall become effective upon its passage, the public welfare requiring it.


SPONSORS:


Steve Phillips, 5th District Commissioner


Gary Hanes, 2nd District Commissioner

BOARD ACTION: 16 Aye 0 Nay 0 Pass 5 Absent

ADOPTED:


Keith Nash, Chairman

ATTEST:


Casey Dorton, County Clerk



APPROVED/DISAPPROVED:


Shaun Lawson, County Mayor

DATE: 6/27/2017

PUBLIC RECORD REQUEST RESPONSE FORM 2

Governmental Entity Name and Address _____

Date _____

Requestor's Name and Contact Information: _____

In response to your records request received on _____ (date), our office is taking the action(s) indicated below:

1 If all requested records do not have the same response, so indicate.

☐ The public record(s) responsive to your request will be made available for inspection:

Location: _____

Date & Time: _____

☐ Copies of public record(s) responsive to your request are:

☐ Attached;

☐ Available for pickup at the following location:

_____ ; or
☐ Being delivered via: ☐ USPS First-Class Mail ☐ Electronically ☐ Other: _____.

☐ Your request is denied on the following grounds:

☐ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).

☐ No such record(s) exists or this office does not maintain record(s) responsive to your request.

☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

☐ You are not a Tennessee citizen.

☐ You have not paid the estimated copying/production fees.

☐ The following state, federal, or other applicable law prohibits disclosure of the requested records:

☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

☐ It has not yet been determined that records responsive to your request exist; or

☐ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact _____ [Records Custodian or Public Records Request Coordinator].

Sincerely,

Name, Title, and Contact Information

ATTACHMENT A to HICKMAN COUNTY PUBLIC RECORDS POLICY

**STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
OFFICE OF OPEN RECORDS COUNSEL
PUBLIC RECORDS POLICY
PURPOSE:**

Pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act ("TPRA") (Tenn. Code Ann. § 10-7-501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority by July 1, 2017. The policy adopted shall not impose requirements on those requesting records that are more burdensome than state law and shall include:

- ☐ The process for requesting access to public records and any required form(s);
- ☐ The process for responding to requests, including redaction practices;
- ☐ A statement of any fees charged for copies of public records and the procedures for billing and payment; and
- ☐ The name or title and contact information of the individual or individuals designated as the Public Records Request Coordinator(s).

Pursuant to Tenn. Code Ann. § 8-4-604(a)(1)(4), the Office of Open Records Counsel ("OORC") is required to establish a model best practices and public records policy for use by a records custodian in compliance with Tenn. Code Ann. § 10-7-503. The following Model Public Records Policy serves as guidance for records custodians and their respective governmental entities in developing a public records policy and fulfilling their duties under the TPRA. The OORC encourages and will provide assistance for governmental associations and groups to develop model public records policies tailored to their specific governmental entity subgroup. 2

POLICY:

MODEL PUBLIC RECORDS POLICY

PUBLIC RECORDS POLICY FOR CIRCUIT, GENERAL SESSIONS AND JUVENILE COURTS
Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for HICKMAN COUNTY CIRCUIT, GENERAL SESSIONS AND JUVENILE COURTS is hereby adopted by HICKMAN COUNTY to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours, which for public hospitals shall be during the business hours of their administrative offices, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of CIRCUIT, GENERAL SESSIONS AND JUVENILE COURTS are presumed to be open for inspection unless otherwise provided by law.

Personnel of CIRCUIT, GENERAL SESSIONS AND JUVENILE COURTS shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of CIRCUIT, GENERAL SESSIONS AND JUVENILE COURTS, shall be protected as provided by current law. Concerns about this Policy should be addressed to the HICKMAN COUNTY CIRCUIT COURT or to the Tennessee Office of Open Records Counsel ("OORC").

This Policy is available for inspection and duplication in the office of HICKMAN COUNTY CIRCUIT COURT CLERKS OFFICE.

This Policy shall be reviewed annual.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of HICKMAN COUNTY CIRCUIT COURT except the following offices, departments, or divisions of HICKMAN COUNTY, which have separate public records policies:

a. _____

b. _____

c. _____

I. Definitions:

A. *Records Custodian*: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.

B. *Public Records*: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or

ordinance or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).

C. *Public Records Request Coordinator*. The individual, or individuals, designated in Section III, .3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.

D. *Requestor*. A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records

A. Public record requests shall be made to the Hickman County Circuit Court Clerk or her staff members in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.

B. Requests for inspection only cannot be required to be made in writing. The Clerk should request a mailing [or email] address (to be provided over the phone) from the requestor for providing any written communication required under the TPRA.

C. Requests for inspection may be made orally or in writing [using the attached Form __] at Hickman County Justice Center, 104 College Ave, Suite 204, Centerville, Tn 37033 or by phone at 931-729-2211 or 931-729-4415.

D. Requests for copies, or requests for inspection and copies, shall [may] be made in writing [using the attached Form __] at Hickman County Circuit Court Clerks Office, 104 College Ave, Suite 204, Centerville, TN 37033. *[If a form is required for copies, ensure it is attached to the policy as this is now required by Tenn. Code Ann. § 10-7-503(g).]* FAX # 931-729-6141.

E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of ID) is [not] required as a condition to inspect or receive copies of public records.

F. *[If appropriate, describe where public notices, meeting documents, and frequently requested records are posted and readily available; describe any directive regarding posting of records online.]*

III. Responding to Public Records Requests

A. Public Record Request Coordinator

1. The Circuit Court Clerk or her staff members shall review public record requests and make an initial determination of the following:

- a. If the requestor provided evidence of Tennessee citizenship (*if required*);
- b. If the records requested are described with sufficient specificity to identify them; and

- c. If the Governmental Entity is the custodian of the records.
2. The Clerk(s) shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen (*if proof of citizenship is required*).
 - ii. The request lacks specificity. (Offer to assist in clarification)
 - iii. An exemption makes the record not subject to disclosure under the Circuit Court Clerks Office. (Provide the exemption in written denial)
 - iv. The Governmental Entity is not the custodian of the requested records.
 - v. The records do not exist.
 - c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Forward the records request to the appropriate records custodian in Circuit Court.
 - e. If requested records are in the custody of a different governmental entity, and the Circuit Court Clerk(s) knows the correct governmental entity, advise the requestor of the correct governmental entity.
3. The designated PRRC(s) is(are):
 - a. Name or title: _____
 - b. Contact information: _____ [*include the physical and mailing address and the phone number. If available, include the email address and the fax number*].

4. Circuit Court Clerk shall report to the governing authority on an annual basis about the Governmental Entity's compliance with the TPRA pursuant to this Policy and shall make recommendations, if any, for improvement or changes to this Policy.]

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the Circuit Court Clerk, counsel, or the OORC.

2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form which is attached as Form ___, based on the form developed by the OORC.

3. If a records custodian denies a public record request, he or she shall deny the request in writing as provided in Section III.A.2.b using the Public Records Request Response Form.

4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall use the Public Records Request Response Form to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.

5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The records custodian and the Circuit Court Clerk may also consult with the OORC or with the Office of Attorney General and Reporter.

2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

IV. Inspection of Records

A. There shall be no charge for inspection of open public records. *[If a law expressly requires an inspection charge, describe.]*

B. The location for inspection of records within the offices of CIRCUIT, GENERAL SESSIONS AND JUVENILE COURTS should be determined by either the Clerk or her staff.

C. Under reasonable circumstances, the Circuit Court Clerk or her staff may require an appointment for inspection or may require inspection of records at an alternate location. *[If an appointment is needed, or hours for inspection are less than the full business hours, describe it here].* Office hours, Monday -Friday 8:a.m. to 4:00 p.m.

V. Copies of Records

A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.

B. Copies will be available for pickup at a location specified by the Clerk or her staff.

C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.

D. A requestor will [not] be allowed to make copies of records with personal equipment. *[Indicate under what circumstances, if any, the Governmental Entity will permit requestors to make their own copies or provide their own storage devices.]*

VI. Fees and Charges and Procedures for Billing and Payment

A. Fees and charges for copies of public records should not be used to hinder access to public records. No charges will be assessed unless an additional copy is requested. Parties to cases are allowed one (1) copy of requested documents at no cost.

B. The Clerk's shall provide requestors with an itemized estimate of the charges [using Form ____] prior to producing copies of records and may require pre-payment of such charges before producing requested records.

C. When fees for copies and labor do not exceed \$_____, the fees may be waived. [Requests for waivers for fees above \$_____ must be presented to _____, who is authorized to determine if such waiver is in the best interest of Circuit Court Clerks Office and for the public good.][Fees associated with aggregated records requests will not be waived].

D. Fees and charges for copies are as follows *(if higher than the amounts authorized by the OORC Schedule of Reasonable Charges, documentation should be attached)*:

1. \$0.50 per page for letter- and legal-size black and white copies.

2. \$1.00per page for letter- and legal-size color copies.

3. Other: _____.

4. Labor when time exceeds ___ hours.

5. If an outside vendor is used, the actual costs assessed by the vendor.

E. No duplication costs will be charged for requests for less than 1 page.

F. Payment is to be made [in cash][by personal check][by credit card] payable to Hickman County Circuit Court.

G. Payment in advance will be required [when costs are estimated to exceed \$_____].

I. Aggregation of Frequent and Multiple Requests

1. The Circuit Court Clerk will [not] aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).

2 . [If aggregating]:

a. The level at which records requests will be aggregated is _4_ (*whether by agency, entity, department, office or otherwise*).

b. The Circuit Court Clerk and her staff are responsible for making the determination that a group of individuals are working in concert. The Circuit Court Clerk and/or her staff must inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.

c. Routinely released and readily accessible records excluded from aggregation include, but are not limited to: (*list records*).

**PUBLIC RECORD REQUEST RESPONSE FORM
HICKMAN COUNTY CIRCUIT, GENERAL SESSIONS & JUVENILE COURTS
HICKMAN COUNTY JUSTICE CENTER, 104 COLLEGE AVE SUITE 204
CENTERVILLE, TN 37033**

Date: _____

Requestor's Name and Contact Information: _____

In response to your records request received on [Date Request Received], our office is taking the action(s) indicated below:

I If all requested records do not have the same response, so indicate.

☐ The public record(s) responsive to your request will be made available for inspection:

Location: _____

Date & Time: _____

☐ Copies of public record(s) responsive to your request are:

☐ Attached;

☐ Available for pickup at the following location:

_____ ; or
☐ Being delivered via: ☐ USPS First-Class Mail ☐ Electronically ☐ Other: _____.

☐ Your request is denied on the following grounds:

☐ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).

☐ No such record(s) exists or this office does not maintain record(s) responsive to your request.

☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

☐ You are not a Tennessee citizen.

☐ You have not paid the estimated copying/production fees.

☐ The following state, federal, or other applicable law prohibits disclosure of the requested records:

☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

☐ It has not yet been determined that records responsive to your request exist; or

☐ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact [Records Custodian or Public Records Request Coordinator].

Sincerely,

DANA NICHOLSON
HICKMAN COUNTY
CIRCUIT COURT CLERK

POLICY CONSIDERATIONS

The Tennessee General Assembly declares that the Tennessee Public Records Act ("TPRA") "shall be broadly construed to give the fullest possible access to public records." See Tenn. Code Ann. § 10-7-505(d). Accordingly, unless there is a clear exception provided in law, all public records of a governmental entity are to be open to Tennessee citizens for inspection.

Records custodians must comply with the TPRA and their respective public records policies and rules. Tenn. Code Ann. § 10-7-506(a) grants records custodians the right to adopt and enforce reasonable rules governing the making of copies.

Adherence to the Model Public Records Policy developed by the Office of Open Records Counsel ("OORC") is not mandatory. However, courts may consider adherence to guidance provided by the OORC in determining whether a denial of access to public records by a records custodian is willful. See Tenn. Code Ann. § 10-7-505(g). Additionally, adherence to the policies and guidelines of the OORC provides a safe harbor for records custodians. See the OORC's Safe Harbor Policy.

I. The TPRA authorizes a governmental entity to determine the following with respect to each entity's public records policy:

- A. Whether to respond to TPRA requests by persons who are not citizens of Tennessee;
- B. Whether to require government-issued photo identification as a prerequisite to providing access to records;
- C. Whether to require requests for copies to be in writing and on a specific form;
- D. Whether to charge for copying and duplication costs, including labor, when requestors ask for copies or duplicates;
- E. Whether to waive copying and duplication costs in certain circumstances; and
- F. Whether to permit requestors to make copies or duplicates using their own devices, such as a cell phone camera. (Note that use of requestor-provided devices such as flash drives pose serious security concerns.)

II. Prior to adopting a public records policy, a governmental entity should consider and determine the following:

- A. Who or what is the "appropriate governing authority" responsible for approval of the policy as required by Tenn. Code Ann. § 10-7-503(g).
- B. Who or what sub-entities or offices are to be covered by the policy.
- C. Whether there are legal requirements, other than the TPRA, that require the governmental entity to provide public access to specific records.
- D. What authority, other than the TPRA, exists for charging fees for copies and whether it is mandatory or discretionary.

1. If no separate authority exists for duplication fees or copying fees, will fees be assessed for copies?

2. Will labor be charged when it exceeds one (1) hour (or will the governmental entity use a higher threshold)?

3. Will waivers be permitted, and who should have the authority to make the decision to waive fees?

E. Who, within the governmental entity, are "records custodians," which are defined as "any office, official or employee of any governmental entity lawfully responsible for the direct custody and care of a public record" and whether there is a designated records officer or records archivist.

F. What records the government entity creates or receives that are required by law or ordinance, or that occur in the transaction of official business, that would be subject to disclosure under the TPRA.

1. Are the records produced in physical or electronic format and where are they stored or maintained?

2. If electronic, what capability exists to search and to securely electronically redact the records?

3. If in physical form, how are the records filed or cross-referenced?

4. If on microfilm, microfiche or other legacy formats, how are the records filed or cross-referenced? Is equipment available to access/read the records?

G. What, if any, exemptions apply to the governmental entity's public records or the information in the records making them confidential.

H. What means of communication exist for the public to communicate with the governmental entity.

I. What are the governmental entity's existing policies on:

1. Government transparency;

2. How to respond to TPRA requests, including what fees to charge;

3. Records management, including:

a. Retention, maintenance, and destruction;

b. Records made or received "off-site" or using personal devices; and

c. Monitoring of the accessibility and readability of records;

4. Use of email and other electronic communication and social media;

5. Use of personal devices in the work place;
 6. Securing of records upon the departure of an employee/official; and
 7. Disaster recovery and planning.
- J. What resources are available for compliance with the TPRA.
1. What space is, or will be, available to requestors for physical inspection of records?
 2. Is a secure computer terminal (that does not allow access to confidential records) available for public inspection of electronic records?
 3. What is the governmental entity's capability to duplicate records? If the entity does not have internal capability, are there existing contracts with vendors or available duplication services to respond promptly to requests?
 4. What staffing and funding is available?
- K. What the governmental entity has or provides that may contain or produce records accessible pursuant to the TPRA, including:
1. Portable electronic devices such as cell phones, laptops, or tablets;
 2. Voice mail;
 3. Email accounts;
 4. Websites; and
 5. Social media accounts, such as Facebook or Twitter.
- L. Who should be appointed the Public Records Request Coordinator(s).
1. How will the appointment be disclosed internally and externally?
 2. What authority exists to require records custodians to respond to the coordinator?
- M. Whether Tennessee citizenship will be required for requests under the TPRA, and if so:
1. Will visual inspection of a Tennessee driver's license suffice or will a copy be kept?
 2. What forms of proof beyond a Tennessee driver's license will be accepted?
- N. Whether requests will be aggregated, whether by individual requestors or requestors acting in concert. See the OORC's Reasonable Charges for Frequent and Multiple Requests Policy.

ATTACHMENT B to HICKMAN COUNTY PUBLIC RECORDS POLICY

PUBLIC RECORDS POLICY FOR HICKMAN COUNTY FINANCE

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for Hickman County Finance is hereby adopted by Hickman County Legislative Body in order to provide economical and efficient access to public records as provided under the Tennessee Public Records Act, Tenn. Code Ann. § 10-7-501, et seq.

The Tennessee Public Records Act ("TPRA") provides that all state, county and municipal records shall, at all times during business hours, which for public hospitals shall be during the business hours of their administrative offices, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a) (2) (A). Accordingly, the public records of the Hickman County Finance Office are presumed to be open for inspection unless an exemption is otherwise provided by law.

Personnel of Hickman County Finance shall provide access and assistance in a timely and efficient manner to persons requesting access to public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of Hickman County Finance, shall be protected as provided by current law. Concerns about the provisions or enforcement of this Policy should be addressed to the Tennessee Office of Open Records Counsel.

This Policy is available for inspection Hickman County Finance. Other offices, departments, or divisions of Hickman County Government should maintain their own Public Records Policy. This policy shall be reviewed every two years.

The Hickman County Finance will respond promptly to public record requests. Proof of Tennessee citizenship may be required upon request. (Driver's license or alternative acceptable forms of ID.)

Making Public Records Request

- A. All Public record requests shall be made to Hickman County Finance or his/her designee in order to ensure public record requests made pursuant to the TPRA are routed to the appropriate records custodian and fulfilled in a timely manner. (Online submission is not available at this time)
 - 1. Request for inspection shall be made at the Hickman County Finance Office. You can contact the office by phone (931)729-6124, fax (931)729-4994, or email.
 - 2. Request for copies shall be made in writing using attached form. Faxed and email submissions will be accepted in addition to mailed or hand delivered request. Inspection will be allowed by verbal request if the information does not require redaction. If the Finance Office does not have time to pull the files for inspection an appointment will be set for the review of the file(s).

A. Finance Office Request Review

1. The Finance Office shall review public record requests and make an initial determination of the following:
 - a. If the records requested are described with sufficient specificity to identify them; and
 - b. If the governmental entity is the custodian of the records requested.
2. The Finance Office shall acknowledge receipt of the request and take the following action(s):
 - a. Advise the requestor of this Policy and the elections made by Hickman County Government regarding request forms for copies, fees, and aggregation.
 - b. Deny the request in writing if an appropriate ground applies, such as the following:
 - Request lacks specificity
 - Exemption makes the record not subject to disclosure under the TPRA
 - Hickman County Finance is not the Custodian of the requested records.
 - c. If appropriate, contact the requestor to see if request can be narrowed.
 - d. Forward the records request to the appropriate records custodian.

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall make requested open public records available as promptly as practicable in accordance with Tenn. Code Ann. § 10-7-503.
2. If it is not practicable for a records custodian to promptly provide requested records because additional time is necessary to determine whether the requested records exist, to gain access to records, to determine whether the records are open, or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, notify the requestor.
3. If a records custodian denies a public records request, he or she shall deny the request in writing providing the grounds for denial.
4. If a records custodian reasonably determines production of records shall be segmented because the records request is for a large volume of records or additional time is necessary to prepare the records for access, the records custodian shall notify the requestor that production of the records will be in segments. If appropriate, the records custodian should contact the requestor to see if request can be narrowed.
5. If a records custodian discovers records responsive to a records request were omitted, the records custodian shall contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. The records custodian shall coordinate with County Attorney and/or Open records Counsel for review and redaction of records.
2. Whenever a redacted record is provided, records custodians shall provide the requestor with the basis for redaction. The basis given for redaction shall not disclose confidential information. A records custodian is not required to produce a privilege log.

Inspection of Records

1. There is no charge for inspection of open public records.
2. The location for inspection of records within the Hickman County Finance Office shall be specified by the records custodian.
3. A records custodian may require an appointment for inspection or may require inspection of records at an alternate location under reasonable circumstances.

Copies of Records

1. Copies will be available for pickup at the location specified by the records custodian.
2. Copies may be delivered to the requestor's by mail, email, or fax. May be charged for postal charges and Miscellaneous cost that apply. Charges may still apply if emailed or faxed.
3. A records custodian shall respond to a public record request for copies in the most economic and efficient manner practicable.

Fees and Charges

1. Prior to producing copies of records, a records custodial shall inform requestors of the charges that may be assessed. (per page costs, labor, and other)
2. Fees will not apply to County Officials.
3. Waivers of fees request must be presented in writing.
4. Fees and charges for copies are as follows:
 - .25 per page copied
 - Labor will be charged when time exceeds (1 hour)
5. Payment is to be made by cash or check payable to Hickman County Government.
6. Payment in advance may be required when cost exceed \$10.00.

ATTACHMENT C to HICKMAN COUNTY PUBLIC RECORDS POLICY



DELTON E. MAYBERRY CMS, TMA

PROPERTY ASSESSOR

HICKMAN COUNTY

114 N CENTRAL AVE STE 106

CENTERVILLE, TN 37033

PHONE: (931) 729-2169 FAX: (931) 729-6113

The Hickman County Property Assessor's office will provide Public Records as requested. The Office will follow and adhere to the T.C.A. code in fulfilling these requests. T.C.A. 8-4-604 and 10-7-503 clearly layout the responsibilities and timeliness of these requests.

In some cases research or volume of data requested may result in fees. These fees shall be determined at the time of the request and payment will be expected at time of delivery. The funds from these fees will be turned over to Trustee and set aside for the General Fund.

Records Policy is available for inspection in the Property Assessor's office Monday-Friday, 8:00a.m.-4:00p.m.

A handwritten signature in cursive script that reads "Delton E. Mayberry".

Delton E. Mayberry CMS, TMA
Hickman County Property Assessor

ATTACHMENT D to HICKMAN COUNTY PUBLIC RECORDS POLICY

HICKMAN COUNTY SHERIFF'S OFFICE

GENERAL ORDERS 82.1.2

Subject: Sheriff's Office Records	General Orders 82.1.2 NEW
Effective Date: July 1, 2017	Amendments: None

Purpose:

The purpose of this General Order is to describe the Records Administration policy and procedure for the Hickman County Sheriff's Office (the "Agency").

Policy:

The central records function is an important part of the effective and efficient delivery of law enforcement services. The agency is committed to maintaining the security and integrity of the records generated and maintained by this agency. Official records, criminal investigation information, reports, etc. may, at one time or another, be located in a variety of different locations and offices within the Sheriff's Office facilities. To that end, the following procedures will be followed.

Record Storage

1. Security of all records maintained in the facility will be the responsibility of the Office Administrator. Only the Office Administrator, Sheriff, Command Staff, Supervisors, and Detectives shall have access to the files contained therein.
2. No original records will be loaned, given, or furnished in any way to persons not employed at the agency. Copies will be utilized to comply with other sections in these directives.

Releasing of Records

1. The release of this agency's records must be in accordance with state and federal law, including the Tennessee Public Records Act, codified at Tenn. Code Ann. § 10-7-501 *et. seq.*
2. Public records are defined in Tenn. Code Ann. § 10-7-501(a)(1)(A)(i) as "all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental entity."

3. Tenn. Code Ann. § 10-7-503(a)(2) provides that public records are to be available to any citizen of the state during business hours for inspection.
4. Tenn. Code Ann. § 10-7-506(a) provides that citizens have the right to make copies, photographs or photostats of public records; however, the custodian of such records shall have the right to adopt reasonable rules governing the making of such copies.
 - a. Only photostats copies of agency open records will be made (i.e. no cell phone copies).
 - b. All copies will be made by agency employees at the request of citizen.
5. Any citizen requesting to view a or a copy of a public record must ask for the Office Administrator for their request.
6. The agency may require that any request for public record(s) be specific enough to allow the agency to identify the proper record. In the event the agency is unable to identify the proper record(s), the office will require the person to further describe the record(s) being sought.
7. The agency may inquire as to the reason the record is being sought to make a determination as to whether the request is for a professional or business purpose to determine if there is a reason not to release the records. An example for a refusal to release includes but is not limited to an undercover operation or officer.

Fees / Charges and Procedures for Billing and Payment

1. Fees and charges for copies of public records should not be used to hinder access to public records.
2. Records custodians shall provide requestors with an itemized estimate of charges unless requestor initials max amount estimate on the Public Records Request Form. This estimate will be completed prior to copies of records being produced. Pre-payment of such charges may be required before copies are produced.
3. When fees for copies and labor do not exceed \$1.00 the fee may be waived.
4. Fees and charges for copies are as follows:
 - a. \$0.15 per page for black and white letter sized pages (standard size).
 - b. \$0.20 per page for black and white legal sized pages (non-standard size).
 - c. \$0.50 per page for color letter sized pages (standard size).
 - d. \$0.55 per page for color legal sized pages (non-standard size).
 - e. If an outside vendor is used, the actual cost assessed by the vendor will be accessed.
5. Payment will be made by personal, business, or bankers check or money order only.
6. Payment will be made in advance in the following situations:
 - a. Estimated cost exceeds \$10.00.
 - b. Requestor has refused payment of records in the past or has another payment pending.
 - c. If an outside vendor is being used.

7. The agency will not aggregate records requests in accordance with the Frequent and Multiple Requests Policy promulgated by the OORC when more than four (4) requests are received within a thirty (30) day period (either from a single individual or a group of individuals deemed working in concert).

Confidential Public Records

Although records of public offices are required by law to be made available to any citizen of the state, the legislature has designated certain records of agencies as confidential.. These records may not be released to any defendant or his/her attorney except through the office of the District Attorney General.

Criminal History Files

1. Criminal History Records Information (CHRI) will only be released according to state law. All members of the agency shall adhere to the following provisions for releasing CHRI:
 - a. No CHRI will be released until the case is closed and all appeal time has expired. It is at this time the record becomes an open record and is open for public inspection. The information will be classified as "non-conviction data" unless the prosecution is still active.
 - b. CHRI may be released to law enforcement agencies both inside and outside Tennessee.
 - c. Persons requesting CHRI must provide proper identification or a release signed by the person on whom the information is requested.
 - d. Persons requesting the information shall give a reasonably accurate description of particular records being sought.
 - e. A copy or written summary of any records will be supplied to those making the request. Under no circumstances will the original record be allowed in the possession of anyone other than a Hickman County Sheriff's Office employee.

Records Retention

1. Records will be retained by the Hickman County Sheriff's Office in a manner that will satisfy state law, but they will not necessarily be destroyed after the required minimum retention period. Older records do not have to be kept in the records section but may be stored in a "Records Storage" area. These records should be stored in such a manner as to allow easy access when these records may be needed. Computer printouts or other electronically generated material and the hard copy inputs, and soft copy (storage) format of such information on computer discs, tapes, etc., must be treated as records and conform to retention and disposition schedules for such record types.

Retention Schedule

1. Audio Record – Retained for thirty (30) days unless they are part of a criminal or citizen complaint. If part of a criminal or citizen complaint they will be retained in accordance with evidence general order 72.6.1, and will be considered evidence and not subject to open records.
2. Armory Records – Retain for ten (10) years, then may be destroyed.
3. Arrest Records/Criminal Histories/Case Files – Should be retained for one hundred (100) years then may be destroyed. Destruction should not violate National Crime Information Center (NCIC) requirements. Original form may be destroyed before this time if a micrographic reproduction is made.
4. Board Bills (Prisoners) – Retain for five (5) years, then may be destroyed.
5. Cash Journal – Retain for ten (10) years, then may be destroyed.
6. Complaint Records – These include dispatch records, offense, supplement, missing person/runaway reports. Retain for one hundred (100) years. Original form may be destroyed before this time if micrographic reproduction is made.
7. Confiscated Property Sale – Retain for a minimum of five (5) years. Original form may be destroyed before this time if micrographic reproduction is made.
8. Coroner Report – Retain for one hundred (100) years. Original form may be destroyed before this time if micrographic reproduction is made.
9. Employee Injury Report – Retain for one (1) year except for OSHA Blood-Borne Pathogen Exposure Report which must be kept for length of employment plus thirty (30) year.
10. Evidence Log – Retain for one hundred (100) years. Original form may be destroyed before this time if micrographic reproduction is made.
11. Expungement Order – Retain for one hundred (100) years. Original form may be destroyed before this time if micrographic reproduction is made.
12. Field Interview Cards – Retain for three (3) years and then may be destroyed.
13. Fingerprint Records – Death of persons or one hundred (100) years.
14. General Orders – Permanent record.
15. Identification Files – These include fingerprints, photographs, measurements, descriptions, outline pictures, and other available information should be retained until death of subject or one hundred (100) years. Original form may be destroyed before this time if micrographic reproduction is made.
16. Internal Investigation Records – Retain for term of employment of deputy or ten (10) years, whichever is longer.
17. Mittimus (Committal Records) – Should retain five (5) years and then may be destroyed.
18. Radio Logs – Retain three (3) years, then destroy unless pending legal action.
19. Sheriff's Sales – Retain records of sales of personal property five (5) years, then destroy. Retain records of real property permanently.

20. Training Records – Retain for ten (10) years or for career of deputy where information is kept in personnel file.
21. Vouchers – Retain for five (5) years, then may be destroyed.
22. Video Records – Retained for thirty (30) days unless they are part of a criminal or citizen complaint. If part of a criminal or citizen they will be retained in accordance with evidence general order 72.6.1, and will be considered evidence and not subject to open records.
23. Personnel Records:
 - a. Employee Earning Records-Retain fifty (50) years, then destroy.
 - b. Employee Applications, Time Cards/Sheets, Leave Records and Travel Records- Retain three (3) years after audit. If grant is involved, retain three (3) years after competition of the grant.
 - c. Employee Performance Evaluations – Retain during course of employment and for five (5) years after termination or employment.
 - d. Garnishments or Attachments – Retain three (3) years after satisfaction or termination of employment.
 - e. Employment Eligibility Verification – Retain three (3) years after date of hiring or one year after the date employment is terminated, whichever is later.
24. Prisoner Financial Records – Retain ten (10) years then may be destroyed.
25. Prisoner/Jail registers – Permanent record.
26. Process Served (Record Of) – Retain three (3) years after last entry, then may be destroyed
27. Receipt Books – Retain five (5) years after issuance of last receipt, then may be destroyed.
28. Record Inquiry Form – There is no need to keep this form on file.
29. Jail Reports
 - a. Reports of prisoners, showing total number of federal, state, county and city prisoners, number of meals served, health condition, conduct, prisoner count, etc. – Retain for five (5) years, then may be destroyed.
 - b. Reports of trustees or other prisoners receiving sentence reduction credit, showing the name of prisoner, dates and time labored, should be retained for ten (10) years, then may be destroyed.
 - c. Jail Inspection Reports – Retain five (5) years and then may be destroyed.
 - d. Jail Menu – Retain for two (2) years and then may be destroyed.
30. Tow Slips – Should be retained for three (3) years and then may be destroyed.
31. Vehicle Maintenance Log – Should be retained for one (1) year and then may be destroyed.
32. Weapons, Permit to Purchase – Retain for twenty (20) years, then may be destroyed.
33. Weapons, Permit to Carry – Retain for one hundred (100) years, then may be destroyed.

34. Miscellaneous – Certain daily, weekly, and monthly reports and logs that are forwarded to the Sheriff or other administrative personnel may be destroyed after one year with prior approval of the Sheriff.

Tennessee Incident Based Reporting System (TIBRS)

The Hickman County Sheriff's Office participates in the Tennessee Incident Based Reporting System (TIBRS). Under TIBRS, the Reporting Agency Coordinator (RAC) is responsible for the entry and accuracy of the agency's data. The information is collected and submitted as follows:

1. The information is gathered by deputies and investigators and recorded on a TIBRS report form. The reports are reviewed for accuracy and approved by the submitting officer's supervisor.
2. The Deputy responsible for completing the report will enter the data for the report(s) into software designed to perform the TIBRS submissions. Any coding errors are reported to the submitting deputies or investigators for correction by the Office Administrator.
3. At the end of each month, the RAC reviews the submittal for errors prior to submission, and the report is electronically transmitted to the Tennessee Bureau of Investigation (TBI). An error report is then sent to the RAC by the TBI. The errors from the error report are corrected and noted in order to prevent similar errors from occurring in the future. Division Commanders are provided copies of the TBI Crime Statistics Newsletter where reporting recommendations and common errors are listed.



Hickman County Sheriff's Office

Public Records Request Response Form

To: _____

In response to your records request received on ____/____/____, our office is taking the action(s) indicated below:

☐ The public record(s) response to your request will be made available for inspection:

Location: _____

Date & Time: _____

☐ Copies of public record(s) response to your request are:

☐ Attached;

☐ Available for pick up that the Hickman County Sheriff's Office on: ____/____/____

Being delivered via: ☐ USPS First-Class Mail ☐ Electronically ☐ Other: _____

☐ Your request was denied for the following reason(s):

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____

If you have any additional questions regarding your records request, please contact:

Sincerely,

**Hickman County Sheriff's Office
Jail and Detention
Policies and Procedures**

Subject: Public Records	Policy Number: 6.011 New
Issue Date: 06-20-2017	Revision Date:
Approval Authority Title and Signature:	

Purpose:

The purpose of this General Order is to describe the Records Administration policy and procedure for the Hickman County Sheriff's Office (the "Agency").

Policy:

The central records function is an important part of the effective and efficient delivery of law enforcement services. The agency is committed to maintaining the security and integrity of the records generated and maintained by this agency. Official records, criminal investigation information, reports, etc. may, at one time or another, be located in a variety of different locations and offices within the Sheriff's Office facilities. To that end, the following procedures will be followed.

Record Storage

1. Security of all records maintained in the facility will be the responsibility of the Office Administrator. Only the Office Administrator, Sheriff, Command Staff, Supervisors, and Detectives shall have access to the files contained therein.
2. No original records will be loaned, given, or furnished in any way to persons not employed at the agency. Copies will be utilized to comply with other sections in these directives.

Releasing of Records

1. The release of this agency's records must be in accordance with state and federal law, including the Tennessee Public Records Act, codified at Tenn. Code Ann. § 10-7-501 *et seq.*
2. Public records are defined in Tenn. Code Ann. § 10-7-501(a)(1)(A)(i) as "all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files

and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental entity.”

3. Tenn. Code Ann. § 10-7-503(a)(2) provides that public records are to be available to any citizen of the state during business hours for inspection.
4. Tenn. Code Ann. § 10-7-506(a) provides that citizens have the right to make copies, photographs or photostats of public records; however, the custodian of such records shall have the right to adopt reasonable rules governing the making of such copies.
 - a. Only photostats copies of agency open records will be made (i.e. no cell phone copies).
 - b. All copies will be made by agency employees at the request of citizen.
5. Any citizen requesting to view a or a copy of a public record must ask for the Office Administrator for their request.
6. The agency may require that any request for public record(s) be specific enough to allow the agency to identify the proper record. In the event the agency is unable to identify the proper record(s), the office will require the person to further describe the record(s) being sought.
7. The agency may inquire as to the reason the record is being sought to make a determination as to whether the request is for a professional or business purpose to determine if there is a reason not to release the records. An example for a refusal to release includes but is not limited to an undercover operation or officer.

Fees / Charges and Procedures for Billing and Payment

1. Fees and charges for copies of public records should not be used to hinder access to public records.
2. Records custodians shall provide requestors with an itemized estimate of charges unless requestor initials max amount estimate on the Public Records Request Form. This estimate will be completed prior to copies of records being produced. Pre-payment of such charges may be required before copies are produced.
3. When fees for copies and labor do not exceed \$1.00 the fee may be waived.
4. Fees and charges for copies are as follows:
 - a. \$.015 per page for black and white letter sized pages (standard size).
 - b. \$.020 per page for black and white legal sized pages (non-standard size).
 - c. \$.050 per page for color letter sized pages (standard size).
 - d. \$.055 per page for color legal sized pages (non-standard size).
 - e. If an outside vendor is used, the actual cost assessed by the vendor will be assessed.
5. Payment will be made by personal, business, or bankers check or money order only.
6. Payment will be made in advance in the following situations:
 - a. Estimated cost exceeds \$10.00.

- b. Requestor has refused payment of records in the past or has another payment pending.
 - c. If an outside vendor is being used.
- 7. The agency will not aggregate records requests in accordance with the Frequent and Multiple Requests Policy promulgated by the OORC when more than four (4) requests are received within a thirty (30) day period (either from a single individual or a group of individuals deemed working in concert).

Confidential Public Records

Although records of public offices are required by law to be made available to any citizen of the state, the legislature has designated certain records of agencies as confidential.. These records may not be released to any defendant or his/her attorney except through the office of the District Attorney General.

Criminal History Files

1. Criminal History Records Information (CHRI) will only be released according to state law. All members of the agency shall adhere to the following provisions for releasing CHRI:
 - a. No CHRI will be released until the case is closed and all appeal time has expired. It is at this time the record becomes an open record and is open for public inspection. The information will be classified as "non-conviction data" unless the prosecution is still active.
 - b. CHRI may be released to law enforcement agencies both inside and outside Tennessee.
 - c. Persons requesting CHRI must provide proper identification or a release signed by the person on whom the information is requested.
 - d. Persons requesting the information shall give a reasonably accurate description of particular records being sought.
 - e. A copy or written summary of any records will be supplied to those making the request. Under no circumstances will the original record be allowed in the possession of anyone other than a Hickman County Sheriff's Office employee.

Records Retention

1. Records will be retained by the Hickman County Sheriff's Office in a manner that will satisfy state law, but they will not necessarily be destroyed after the required minimum retention period. Older records do not have to be kept in the records section but may be stored in a "Records Storage" area. These records should be stored in such a manner as to allow easy access when these records may be needed. Computer printouts or

other electronically generated material and the hard copy inputs, and soft copy (storage) format of such information on computer discs, tapes, etc., must be treated as records and conform to retention and disposition schedules for such record types.

Retention Schedule

1. Audio Record – Retained for thirty (30) days unless they are part of a criminal or citizen complaint. If part of a criminal or citizen complaint they will be retained in accordance with evidence general order 72.6.1, and will be considered evidence and not subject to open records.
2. Armory Records – Retain for ten (10) years, then may be destroyed.
3. Arrest Records/Criminal Histories/Case Files – Should be retained for one hundred (100) years then may be destroyed. Destruction should not violate National Crime Information Center (NCIC) requirements. Original form may be destroyed before this time if a micrographic reproduction is made.
4. Board Bills (Prisoners) – Retain for five (5) years, then may be destroyed.
5. Cash Journal – Retain for ten (10) years, then may be destroyed.
6. Complaint Records – These include dispatch records, offense, supplement, missing person/runaway reports. Retain for one hundred (100) years. Original form may be destroyed before this time if micrographic reproduction is made.
7. Confiscated Property Sale – Retain for a minimum of five (5) years. Original form may be destroyed before this time if micrographic reproduction is made.
8. Coroner Report – Retain for one hundred (100) years. Original form may be destroyed before this time if micrographic reproduction is made.
9. Employee Injury Report – Retain for one (1) year except for OSHA Blood-Borne Pathogen Exposure Report which must be kept for length of employment plus thirty (30) year.
10. Evidence Log – Retain for one hundred (100) years. Original form may be destroyed before this time if micrographic reproduction is made.
11. Expungement Order – Retain for one hundred (100) years. Original form may be destroyed before this time if micrographic reproduction is made.
12. Field Interview Cards – Retain for three (3) years and then may be destroyed.
13. Fingerprint Records – Death of persons or one hundred (100) years.
14. General Orders – Permanent record.
15. Identification Files – These include fingerprints, photographs, measurements, descriptions, outline pictures, and other available information should be retained until death of subject or one hundred (100) years. Original form may be destroyed before this time if micrographic reproduction is made.
16. Internal Investigation Records – Retain for term of employment of deputy or ten (10) years, whichever is longer.
17. Mittimus (Committal Records) – Should retain five (5) years and then may be destroyed.

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18. Radio Logs – Retain three (3) years, then destroy unless pending legal action.
19. Sheriff's Sales – Retain records of sales of personal property five (5) years, then destroy.
Retain records of real property permanently.
20. Training Records – Retain for ten (10) years or for career of deputy where information is kept in personnel file.
21. Vouchers – Retain for five (5) years, then may be destroyed.
22. Video Records – Retained for thirty (30) days unless they are part of a criminal or citizen complaint. If part of a criminal or citizen they will be retained in accordance with evidence general order 72.6.1, and will be considered evidence and not subject to open records.
23. Personnel Records:
 - a. Employee Earning Records-Retain fifty (50) years, then destroy.
 - b. Employee Applications, Time Cards/Sheets, Leave Records and Travel Records-Retain three (3) years after audit. If grant is involved, retain three (3) years after competition of the grant.
 - c. Employee Performance Evaluations – Retain during course of employment and for five (5) years after termination or employment.
 - d. Garnishments or Attachments – Retain three (3) years after satisfaction or termination of employment.
 - e. Employment Eligibility Verification – Retain three (3) years after date of hiring or one year after the date employment is terminated, whichever is later.
24. Prisoner Financial Records – Retain ten (10) years then may be destroyed.
25. Prisoner/Jail registers – Permanent record.
26. Process Served (Record Of) – Retain three (3) years after last entry, then may be destroyed
27. Receipt Books – Retain five (5) years after issuance of last receipt, then may be destroyed.
28. Record Inquiry Form – There is no need to keep this form on file.
29. Jail Reports
 - a. Reports of prisoners, showing total number of federal, state, county and city prisoners, number of meals served, health condition, conduct, prisoner count, etc. – Retain for five (5) years, then may be destroyed.
 - b. Reports of trustees or other prisoners receiving sentence reduction credit, showing the name of prisoner, dates and time labored, should be retained for ten (10) years, then may be destroyed.
 - c. Jail Inspection Reports – Retain five (5) years and then may be destroyed.
 - d. Jail Menu – Retain for two (2) years and then may be destroyed.
30. Tow Slips – Should be retained for three (3) years and then may be destroyed.
31. Vehicle Maintenance Log – Should be retained for one (1) year and then may be destroyed.
32. Weapons, Permit to Purchase – Retain for twenty (20) years, then may be destroyed.

33. Weapons, Permit to Carry – Retain for one hundred (100) years, then may be destroyed.
34. Miscellaneous – Certain daily, weekly, and monthly reports and logs that are forwarded to the Sheriff or other administrative personnel may be destroyed after one year with prior approval of the Sheriff.

Tennessee Incident Based Reporting System (TIBRS)

The Hickman County Sheriff's Office participates in the Tennessee Incident Based Reporting System (TIBRS). Under TIBRS, the Reporting Agency Coordinator (RAC) is responsible for the entry and accuracy of the agency's data. The information is collected and submitted as follows:

1. The information is gathered by deputies and investigators and recorded on a TIBRS report form. The reports are reviewed for accuracy and approved by the submitting officer's supervisor.
2. The Deputy responsible for completing the report will enter the data for the report(s) into software designed to perform the TIBRS submissions. Any coding errors are reported to the submitting deputies or investigators for correction by the Office Administrator.
3. At the end of each month, the RAC reviews the submittal for errors prior to submission, and the report is electronically transmitted to the Tennessee Bureau of Investigation (TBI). An error report is then sent to the RAC by the TBI. The errors from the error report are corrected and noted in order to prevent similar errors from occurring in the future. Division Commanders are provided copies of the TBI Crime Statistics Newsletter where reporting recommendations and common errors are listed.

ATTACHMENT E to HICKMAN COUNTY PUBLIC RECORDS POLICY

PUBLIC RECORDS POLICY FOR HICKMAN COUNTY CHANCERY COURT

Pursuant to Tenn. Code Ann. §10-7-503(g), the following Public Records Policy for the Hickman County Chancery Court is hereby adopted by the Hickman County Legislative Body in order to provide economical and efficient access to public records as provided under the Tennessee Public Records Act, Tenn. Code Ann. §10-7-501, et seq.

The Tennessee Public Records Act (TPRA) provides that all state, county, and municipal records shall, at all times during business hours, which for public hospitals shall be during the business hours of their administrative offices, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. §10-7-503(a)(2)(A). Accordingly, the public records of the Hickman County Chancery Court are presumed to be open for inspection unless an exemption is otherwise provided by law.

Personnel of the Hickman County Chancery Court shall provide access and assistance in a timely and efficient manner to persons requesting access to public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the Hickman County Chancery Court shall be protected as provided by current law. Concerns about the provisions or enforcement of this Policy should be addressed to the Public Records Request Coordinator or to the Tennessee Office of Open Records Counsel.

This policy is available for inspection and duplication in the office of the Hickman County Clerk & Master. This policy shall be reviewed every two years.

This policy shall be applied consistently throughout the Hickman County Chancery Court with the designated record custodian to be:

- Elizabeth Harlow, Clerk & Master

The Hickman County Chancery Court will respond promptly to public record requests upon proof on Tennessee citizenship by presentation of a validly issued Tennessee driver's license or other acceptable forms of identification.

I. Definitions

Records Custodian: The office, official, or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. §10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.

Public Records: As defined in Tenn. Code Ann. §10-7-503(a)(1)(A): "public record or records" means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.

Public Records Request Coordinator: The individual, or individuals, identified in Section II, Paragraph 2 of this policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. §10-7-503(a)(1)(B). the public records request coordinator may also be a records custodian.

Redacted Record: A public record otherwise open for public inspection from which protected or confidential information is removed or made obscured prior to release or inspection.

Requestor: A Tennessee citizen requesting access to a public record, whether inspection or duplication. (Alternative: the person requesting access to a public record, whether inspection or duplication.)

II. Making Public Records Request

- A. All public record requests shall be made to a Public Records Request Coordinator (PRRC) or his/her designee in order to ensure public record requests made pursuant to the TPRA are routed to the appropriate records custodian and fulfilled in a timely manner.
 1. Requests for inspection shall be made at the Office of the Clerk & Master, 104 College Avenue, Suite 202, Centerville, TN 37033; by phone at (931) 729-2522; by fax at (931) 729-3726; or via email at beth.harlow@hickmanco.com.
 2. Requests for copies (or inspection and copies) shall be made in writing using the attached form or via US Mail, phone, fax, or email.

III. Responding to Public Records Requests

A. Public Record Request Coordinator:

1. A PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor has provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the governmental entity is the custodian of the records requested.
2. The PRRC shall acknowledge receipt of the request and take the following appropriate actions:
 - a. Advise the requestor of this Policy and the elections made by the Chancery Court of Hickman County regarding:
 - i. Citizenship
 - ii. Forms required for copies
 - iii. Fees (and labor if necessary)
 - iv. Aggregation
 - b. Deny the request in writing if an appropriate ground applies, such as the following:
 - i. Requestor is not a Tennessee citizen
 - ii. Request lacks specificity (offer to assist in clarification)
 - iii. Exemption makes the record not subject to disclosure under the TPRA (provide the exemption in the denial)
 - iv. The Hickman County Chancery Court is not the custodian of the requested records.
 1. If the records relate to another governmental entity and the PRRC is aware of the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity, if known.
 - c. If appropriate, contact the requestor to see if request can be narrowed.
 - d. Forward the records request to the appropriate records custodian and advise the requestor of such action.

3. The designated PRRC(s) for the Hickman County Chancery Court are:

- a. Elizabeth Harlow, Clerk & Master
Brenda J. Yates, Deputy Clerk
Tonya Taylor, Deputy Clerk

B. Records Custodian:

1. Upon receiving a public records request, a records custodian shall make requested open public records available as practicable in accordance with Tenn. Code Ann. §10-7-503.
2. If it is not practicable for a records custodial to promptly provide requested records because additional time is necessary to determine whether the requested records exist, to gain access to the records, to determine whether the records are open, or other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed records production form based on the form developed by the Office of Open Records Counsel, attached hereto as Form ____.
3. If a records custodian denies a public record request, he or she shall deny the request in writing using Form ____ and provide the grounds for denial, including, but not limited to the following:
 - a. Requestor is not a Tennessee citizen;
 - b. Request lacks specificity (offer to assist in clarification);
 - c. Exemption makes the records not subject to disclosure under the TPRA (provide the exemption in the denial); or
 - d. The Hickman County Chancery Court is not the custodian of the requested records.
 - i. If the records relate to another governmental entity and the PRRC is aware of the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity, if known.
4. If the records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records or additional time is necessary to prepare the records for access, the records custodian shall notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if request can be narrowed.

5. If a records custodian discovers records responsive to a records request were omitted, the records custodian shall contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. The records custodian shall coordinate with the Hickman County Attorney for review and redaction of records. The records custodian and the PRRC may also consult with the Office of Open Records Counsel.
2. Whenever a redacted record is provided, records custodians shall provide the requestor with the basis for redaction. The basis given for redaction shall not disclose confidential information. A records custodian is not required to produce a privilege log.

IV. Inspection of Records

1. There is no charge for inspection of open public records.
2. The location for inspection of records within the offices of the Hickman County Chancery Court shall be the Office of the Clerk & Master, 104 College Ave., Suite 202, Centerville, TN 37033.
3. A records custodian may require an appointment for inspection or may require inspection of records at an alternate location under reasonable circumstances.

V. Copies of Records

1. Copies will be available for pickup at the location specified by the records custodian.
2. Upon payment for costs of postage, copies will be delivered to the requestor's home address by US Postal Service. Requestor may send a prepaid overnight envelope for copies to be delivered in that manner.
3. A requestor will not be allowed to make copies of records with personal equipment. Copies may not be downloaded to a personal storage device.
4. A records custodian shall respond to a public record request for copies in the most economical and efficient manner practicable.

IV. Fees and Charges

1. Prior to producing copies of records, a records custodian shall provide requestors with an estimate of the charges (itemized by per page costs, labor and other) to be assessed.
2. When fees for copies and labor do not exceed \$5.00, the fees may be waived.
3. Fees and charges for copies are as follows:
 - a. \$0.50 per page for black & white copies - letter and legal size
 - b. \$0.60 per page for color copies - letter and legal size
 - c. Labor will be charged when time exceeds 1 hour
 - d. If an outside vendor is used, the actual costs assessed by the vendor.
4. Payment is to be made in cash, by check payable to Chancery Court, or credit card presented to a clerk of the court. Credit card payments will include a vendor fee of 4%.
5. Payment in advance will be required when costs are in excess of \$10.00.

ATTACHMENT F to HICKMAN COUNTY PUBLIC RECORDS POLICY

PUBLIC RECORDS POLICY

HICKMAN COUNTY TRUSTEE'S OFFICE

Pursuant to Tenn. Code Ann. § 10-7-503, the following Public Records Policy for Hickman County Trustee is hereby adopted by the Hickman County Legislative Body in order to provide economical and efficient access to public records as provided under the Tennessee Public Records Act, Tenn. Code Ann. §10-7-501.

The Tennessee Public Records Act provides that all state, county and municipal records shall, at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. The public records of the Hickman County Trustee's Office are presumed to be open for inspection unless an exemption is otherwise provided by law.

Personnel of Hickman County Trustee's Office shall provide access and assistance in a timely and efficient manner to persons requesting access to public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of Hickman County Trustee's Office shall be protected as provided by current law. Concerns about the provisions or enforcement of this Policy should be addressed to the Tennessee Office of Open Records Counsel.

This Policy is available for inspection at the Hickman County Trustee's Office. This policy shall be reviewed every two years.

The Hickman County Trustee's Office will respond promptly to public record requests. Proof of Tennessee citizenship may be required upon request.

MAKING PUBLIC RECORDS REQUESTS

All Public record requests shall be made to Hickman County Trustee's Office. You may contact the office by phone (931)729-3486, fax (931)7291672 or email

Request for copies shall be made in writing. Faxed and email submissions will be accepted in addition to mailed or hand delivered request.

RECORDS CUSTODIAN

Upon receiving a public records request, a records custodian shall make requested open public records available as promptly as practicable in accordance with Tenn. Code Ann. §10-7-503.

If it is not practicable for a records custodian to promptly provide requested records because additional time is necessary, then a records custodian shall, within (7) business days from the records custodian's receipt of request, notify the requestor.

If a records custodian denies a public records request, he or she shall deny the request in writing providing the grounds for denial.

COPIES OF RECORDS

Copies will be available for pickup at the location specified by the records custodian.

Copies may be delivered to the requestor's by mail, email or fax. May be charged for postal charges and Miscellaneous cost that apply. Charges may still apply if emailed or faxes.

A records custodian shall respond to a public record request for copies in the most economic and efficient manner practicable.

FEES AND CHARGES

Prior to producing copies of records, a records custodian shall inform requestors of the charges that may be assessed. (per page costs, labor, etc.)

Fees will not apply to County Officials or other County Offices.

Waivers of fees request must be presented in writing.

Payment is to be made by cash or check payable to Hickman County Government.

Payment in advance may be required.

Fees and charges for copies are as follows:

.25 per page copied

Labor may be charged