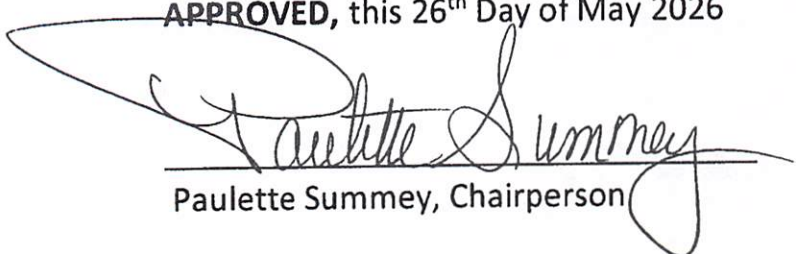


RESOLUTION NO. 0526-6M

BE IT HEREBY RESOLVED, that the Monroe County Board of County Commissioners, meeting in regular session this 26th Day of May 2026, do hereby approve the Revised Policy Manual effective May 26, 2026, the Open Records Policy, approved by the Financial Management Committee on May 14, 2026, meeting. These Policies shall become a part of the Monroe County Government and shall be followed by the Office of Director of Finance. See attached.

APPROVED, this 26th Day of May 2026


Paulette Summey, Chairperson

ATTEST:


Larry C. Sloan, County Clerk



Passed this 26th day of May 2026

It was moved by Commissioner Winters, seconded by Commissioner Wade, that this resolution be approved as presented. Aye 10 Nay

PUBLIC RECORDS POLICY FOR MONROE COUNTY, TENNESSEE

1. Introduction.

Pursuant to Tennessee Code Annotated § 10-7-501, et seq., the following Public Records Policy (“Policy”) for Monroe County, Tennessee (hereinafter the “County”) is hereby adopted by the Monroe County Board of Commissioners to provide economic and efficient access to public records in accordance with the Tennessee Public Records Act (“TPRA”).

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. Tennessee Code Annotated § 10-7-503(a)(2)(A).

Concerns about this Policy shall be addressed through the County’s Finance Director (who is currently the Public Records Request Coordinator and only Record Custodian), the legal counsel for the County’s Finance Director, or the Tennessee Office of Open Records Counsel.

This Policy is made available at the Office of the County’s Finance Director. Additionally, this policy is posted online at: <https://monroetn.gov/monroe-county-finance-department/>.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of Monroe County, Tennessee.

2. Definitions.

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

2. **“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. Tennessee Code Annotated § 10-7-503(a)(1)(A)(i) & (ii).

3. **“Public Records Request Coordinator.”** The individual, or individuals, designated by

this Policy have the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with Tennessee Code Annotated § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a Records Custodian or the sole Records Custodian.

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

5. **“Public Records Request Form.”** A request form, provided by the Finance Department of Monroe County, Tennessee, used by Requestor(s) to request access to or copies of Public Records.

6. **“Records Response Form.”** A response form, used by the Records Custodian or a Public Records Request Coordinator of the County to respond to a Requestor’s Public Records Request Form.

3. Requesting Access to Public Records.

1. Public records requests shall be made to the Public Records Request Coordinator or Records Custodian, to ensure public records requests are fulfilled promptly.

2. Requests for inspection shall be made orally or in writing using the Public Records Request Form at 103 College Street S., Suite 9, Madisonville, TN 37354 or by phone at: (423) 442-9383.

3. Requests for copies, or requests for inspection and copies, shall be made in writing using the Public Records Request Form at 103 College Street S., Suite 9, Madisonville, TN 37354.

4. Proof of Tennessee citizenship by presentation of a valid Tennessee driver’s license, or an alternative acceptable form of ID acceptable to the Public Records Request Coordinator/Record Custodian is required as a condition to inspect or receive copies of public records.

4. Responding to Public Records Requests – Public Request Coordinator.

1. Public Request Coordinator shall:

a. Review public records requests and make the initial determination of the following:

- i. If the Requestor provided evidence of Tennessee citizenship;
- ii. If the records requested are described with sufficient specificity to identify them; and
- iii. If the County is the custodian of the records requested.

- b. The Public Records Request Coordinator shall acknowledge the receipt of the Request and take any of the following appropriate actions:
 - i. Advise the Requestor of the Policy and the elections made regarding:
 1. Proof of Tennessee citizenship;
 2. Form(s) required for copies;
 3. Fees (and labor threshold waivers, if applicable) and
 4. Aggregation of multiple or frequent requests.
 - ii. If appropriate, deny the request in writing, providing the appropriate grounds such as the following:
 1. The request was not sufficiently detailed to enable identification of the specific requested record(s). And advise that the Requestor needs to provide additional information to identify the requested record(s);
 2. No such record(s) exist, or this office does not maintain record(s) responsive to your request;
 3. No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification;
 4. The Requestor is not a Tennessee citizen;
 5. The Requestor has not paid the estimated copying/production fees;
or
 6. The following state, federal, or other applicable law prohibits the disclosure of the requested records.
2. The Public Records Request Coordinator for the County shall be designated by the County Commission of Monroe County and may be subject to change from time to time as the County Commission sees fit.
3. The Public Records Request Coordinator may, from time to time, appoint Records Custodians as the Coordinator sees fit and as the needs of the County require.

5. Responding to Public Records Requests - Record Custodian.

1. Upon receiving a public records request, a Records Custodian shall promptly make requested public records available in accordance with Tennessee Code Annotated § 10-7-503. If a Records Custodian is uncertain that an applicable exemption applies, they may consult their Public Records Request Coordinator, legal counsel, or the Tennessee Office of Open Records Counsel.

2. If not practicable to promptly provide the requested records, then a Records Custodian shall, within seven (7) business days from the Records Custodian's receipt of the request, send the Requestor the Records Response Form or letter explaining the same.
3. If a Records Custodian denies a public record request, he or she shall deny the request in writing as provided above in Section 4(b)(ii).
4. If a Records Custodian reasonably determines that 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 reasonably practicable.
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 soon as reasonably practicable.

6. Redaction.

1. If a record contains confidential information or information that is not open for public inspection, the Public Records Request Coordinator/Records Custodian shall prepare a redacted copy prior to providing access to the record. If questions arise concerning the redaction, the Public Records Request Coordinator/Records Custodian shall coordinate with their legal counsel regarding review and redaction of the record.
2. Whenever a redacted record is provided, a Public Records Request Coordinator/Records Custodian should provide the Requestor with the basis for the redaction. The basis for redaction must be general in nature and must not disclose any confidential information.
3. If a request for copies is made, and a record must be copied or printed to create a redacted record for production, the additional cost of each printing or copying shall be included in the cost charged to the Requestor at the per-page cost described herein, whether the record is ultimately produced electronically or in print.

7. Inspection of Records.

There shall be no charge for inspection of open public records (records not needing redaction). The location for inspection of records within the offices of the County should be determined by the Public Request Coordinator by appointment only.

8. Copies of Records.

1. A Records Custodian or Public Records Request Coordinator shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
2. Copies will be available for pick up at a location specified by the Records Custodian or Public Records Request Coordinator.
3. Upon payment of all costs for the requested records, including postage if mailed, copies will be delivered to the Requestor's home address by the United States Postal Service, by electronic mail, or be available for pick up by the Requestor at an office designated within the County.
4. A Requester will NOT be allowed to make copies of records with personal equipment. (no pictures with cell phones)

9. Fees, Charges, and Procedures for Billing and Payment.

1. Records Custodian(s)/Public Records Request Coordinators shall provide Requestors with an estimate of the charges for the requested records at the time the records request is made.
2. When fees for copies and labor do not exceed \$5.00, the fees may be waived at the election of the Records Custodian(s)/Public Records Request Coordinator.
3. **Fees and charges** for copies are as follows:
 - a. \$0.15 per page for letter – and legal-size black and white copies;
 - b. \$0.50 per page for letter – and legal-size color copies;
 - c. Duplex (front and back) copies will be charged as two separate pages;
 - d. If actual production costs are higher than those reflected above or if the requested records are being produced on a medium other than 8 ½ x 11 or 8 ½ x 14 paper, the County shall charge the actual production cost and shall include with the request an explanation of the costs incurred;
 - e. Oversized or specialty copies may be outsourced to a vendor;
 - f. When the time labored exceeds one hour, it shall be charged at the County employee's usual hourly rate. If a County employee is a salaried employee, then the usual hourly rate shall be determined by taking the employee's salary divided by 2,080 - the number of hours in an average work year for a salaried County employee. Labor includes the time that is reasonably necessary to locate, retrieve, review, redact, and reproduce the records requested. It is contemplated that several County employees may be involved in and work on a singular request;

- g. If the County is assessed a charge to retrieve requested records from archives or any other entity having possession of requested records, the County shall assess the Requestor the cost for retrieval of the records;
 - h. For any computer-generated map or other similar geographic data that was developed with public funds and that also has commercial value, the County shall charge the actual production costs plus 10% of the actual cost to the County in developing such data, including labor, costs incurred in design, development, testing, implementation and training, and costs necessary to ensure that the map or data is accurate, complete and current; and
 - i. If an outside vendor is used, the actual costs shall be assessed by the vendor and billed accordingly to the Requestor. An outside vendor must sign a confidentiality agreement before the request can begin.
 - j. The records custodian may charge its actual out-of-pocket costs for flash drives or similar storage devices on which electronic copies are provided. When providing electronic records, a records custodian may charge per-page costs only when paper copies that did not already exist are required to be produced in responding to the request, such as when a record must be printed to be redacted.
- 4. Fees and charges for copies of Public Records are established upon a cost analysis performed by the Monroe County Finance Department. Per the analysis, the costs detailed herein reflect the actual costs to Monroe County in producing records for the purpose of Public Records Requests.
 - 5. Payment is to be made in cash, by personal check payable to Monroe County Finance Department, or by credit card presented to the Records Custodian/Public Records Request Coordinator.
 - 6. Payment in advance of request fulfillment is required.

10. Aggregation of Frequent and Multiple Requests.

- 1. The County will aggregate records requests in accordance with the Frequent and Multiple Request Policy promulgated by the Office of Open Records Counsel when more than four (4) requests are received within a calendar month (either from a single individual or a group of individuals working in concert). Such aggregation shall be calculated across all County departments collectively.

2. The Public Records Request Coordinator/Records Custodian is responsible for determining that a group of individuals is working in concert. If the Public Records Request Coordinator/Records Custodian has any questions about making this decision, they may defer to their legal counsel.
3. The Public Records Request Coordinator/Records Custodian must inform the individuals that they have been deemed to be working in concert and that they, the individuals, have the right to appeal that decision to the Tennessee Office of Open Records Counsel.
4. Once the aggregation threshold of four (4) requests is met, either by an individual or individuals working in concert, the Public Records Request Coordinator/Records Custodian is no longer required to deduct the labor threshold of one hour or any other minimum charge per request threshold that would ordinarily be waived.