

**Requests for Inspection:** Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen’s address to the district’s public records request coordinator during normal business hours. Requests may be made in person or by telephone, fax, mail, email, or electronic portal if applicable.

**Requests for Copies:** Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen’s address to the district’s public records request coordinator during normal business hours. The coordinator shall submit the Records Request Form to the appropriate records custodian.

Records Request Coordinator: **Secretary, Director of Schools**

Records Custodian: **Department Directors**

Requests for inspection or requests for copies shall be made during normal business hours.

**8:00am- 4:00pm**

Address of Central Office: **1620 Springer Road Lawrenceburg TN, 38464**

The following fees are currently being charged for copying district public records:

8 ½” x 11” = \$0.15) per black and white copy

8 ½” x 14” = \$0.15) per black and white copy

[https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/Schedule ofReasonableCharges.pdf](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf)

The Records Request Coordinator will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash, check, or money order prior to the district producing the copies.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

Are you a Tennessee citizen?\*    YES    NO

*\*Records custodian will request a government issued photo identification card with the citizen's address to verify Tennessee citizenship.*

Type of Request:    Inspection of Records    Copies of Records\*

*\*If copies of records are being requested, the records custodian will provide an estimate of the reasonable costs to produce the requested records.*

Delivery Preference if Requesting Copies:    On-Site Pick-Up    USPS First-Class Mail

Electronic    Other: \_\_\_\_\_

Description of Record(s) Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Requester

Date Submitted

\_\_\_\_\_

\_\_\_\_\_

Signature of Public Records Request Coordinator

Date Received

For Internal Use Only:

Request Completed:    YES\*    NO

\*Date Retrieved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Signature of Requester

\*Signature of Records Request Coordinator

\*NOTE: Information regarding the forms to utilize when submitting a public records request as well as the schedule of reasonable charges to produce the requested records can be found on the website of the Office of Open Records Counsel:

<https://comptroller.tn.gov/office-functions/open-records-counsel/office-of-open-records-counsel/policies---guidelines.html>