

RESOLUTION 2017-07

A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY

WHEREAS, 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; and

WHEREAS, 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; and

WHEREAS, 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).

WHEREAS, This Resolution 2017-07 shall supersede Resolution 2009-05, Establishing Procedures for Public Inspection Of, Access To, and Duplication of Public Records Under the Tennessee Public Records Act; and

WHEREAS, the Board of Commissioners of the City of Belle Meade has determined that the following policy is in the best interest of the municipality and the citizens of Tennessee; now, therefore:

BE IT RESOLVED by the Board of Commissioners of the City of Belle Meade as follows:

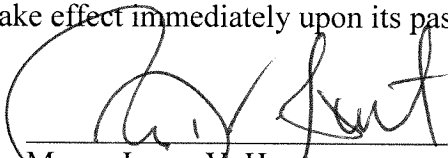
SECTION 1. The attached Public Records Policy and Schedule of Reasonable Charges are hereby adopted.

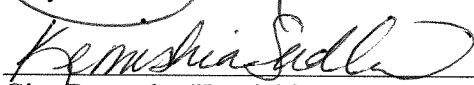
SECTION 2. This Policy shall be distributed to all employees of the City of Belle Meade, and all employees will be trained on the procedures for access to public records.

SECTION 3. This resolution will take effect immediately upon its passage.

Date of Adoption:

May 17, 2017

  
\_\_\_\_\_  
Mayor James V. Hunt

  
\_\_\_\_\_  
City Recorder Kemishia Sadler