



## Open Records Procedures

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Municipal Technical Advisory Service  
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Knoxville, TN 37921-6741  
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## Open Records Procedures

**Reference Number:** MTAS-444

Tennessee law allows municipalities to adopt reasonable rules and regulations relating to accessing public records. Every municipality was statutorily required to have a public records policy adopted by July 1, 2018. The policy was, at a minimum, required to include:

1. The process for making requests to inspect public records or receive copies of public records and a copy of any required request form;
2. The process for responding to requests, including redaction practices;
3. A statement of any fees charged for copies of public records and the procedures for billing and payment; and
4. The name or title and the contact information of the individual or individuals within such governmental entity designated as the PRRC.

MTAS developed a sample public records resolution to assist municipalities in adopting a policy. The sample resolution is found here: <https://www.mtas.tennessee.edu/knowledgebase/sample-resolution-adopting-...> [1].

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### Links:

[1] <https://www.mtas.tennessee.edu/knowledgebase/sample-resolution-adopting-public-records-policy>

*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

**Source URL (retrieved on 11/15/2019 - 4:04pm):** <https://www.mtas.tennessee.edu/reference/open-records-procedures>

