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**Public Records Policy 1.500**

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**The Background:**

In March 2016, the General Assembly passed Public Chapter 722, which requires that no later than July 1, 2017, every governmental entity subject to the Tennessee Public Records Act to establish a public records policy covering the process for making and responding to public records requests. The public request policy must include the following:

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 public records request coordinator.

There have been no changes since first reading.

**The Fiscal Analysis Impact:**

Tenn. Code Ann. § 49-1-212 requires that the preparation of a fiscal analysis of any policy, rule or regulation proposed to the State Board of Education. This item has no financial impact on an LEA.

**Recommendation:**

State Board staff recommends adoption of this item on final reading.