



## **General Policy**

The Town of Atoka is committed to operating in a manner that is transparent and open to the public that the municipal government was incorporated to serve. To foster an environment of transparency, the Town complies with the Tennessee Public Records Act ("TPRA") to the greatest extent required by law. See Tennessee Code Annotated § 10-7-501 – 10-7-508.

For the purpose of this policy, a "Record Custodian" shall be any office, official or employee of the Town who is lawfully responsible for the direct care and custody of a public record.

For the purposes of this policy, a "Public Record" is defined as 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 of the Town.

The following Open Records Request Policy has been developed to guide the records request process while ensuring timely responses to all valid requests for information. The Town attempts to respond to all requests in a timely manner and make all records promptly available. When it is not practical for the record to be promptly available for inspection, the Town shall respond in writing to the request within seven (7) business days.

Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or other government-issued photo identification and a recent utility bill for utility services in Tennessee) is required as a condition to inspect or receive copies of public records held by the Town.

The Town reserves the right to redact records as allowed by law. If a record contains confidential information or other information that is not open for public inspection, the custodian of the record shall prepare a redacted copy prior to providing access. Whenever a redacted record is provided, the record custodian shall provide the requestor with the basis for redaction. The basis given shall be general in nature and shall not disclose any confidential information.

The Town is not required to produce records that do not exist and will not, in response to a records request, generate new records specifically for the purpose of responding to the records request.

If a fee is to be charged for photocopying or otherwise producing copies of records, the Town will provide the requesting party with a cost estimate prior to producing the records. The Town does not charge a fee for in-person inspection of open records.

## **Method of Request**

The Town of Atoka designates the Town Recorder as the Public Records Request Coordinator. All requests to review or receive copies of public records shall be made to the Recorder's Office at :

**Atoka Town Hall**  
334 Atoka-Munford Avenue  
Atoka, Tennessee 38004  
Phone : (901) 837-5300  
Email : [OpenRecords@townofatoka.com](mailto:OpenRecords@townofatoka.com)

There is no paperwork required beyond proof of Tennessee citizenship or cost incurred for an individual wishing to inspect or view a public record. Under reasonable circumstances, the Public Records Request Coordinator may require an appointment for inspection of public records. For individuals desiring copies of a public record, a request is only considered valid when submitted on the Town of Atoka's Open Records Request Form.

## **Production Costs**

The Town of Atoka shall charge the following costs in responding to a request for records.

- Labor
  - First hour of labor : No charge
  - Each additional hour of labor : Highest hourly rate of responding employee(s)
  
- Reproduction
  - Black and white copies : \$0.15 / page
  - Color copies : \$0.50 / page
  - Accident reports : \$0.15 / page
  - Maps, plats, electronic data, audio/video and all other material : Actual cost
  
- Shipping
  - US Mail or other requested shipping method : Actual cost

## **Processing**

- Please allow a minimum of **seven (7) business days** to respond to your records request.
  
- Approved Requests: A request for records received in writing shall be responded to in writing. The response shall include an estimated date that the records will be made available and, if applicable, an estimated cost for reproduction of the records.
  
- Denied Requests: Requests that are denied shall be responded to in writing within seven (7) business days. The response shall include a reason for the denial or a request for additional information that will assist the Town in responding to the request.



**OPEN RECORDS REQUEST FORM**

**Requestor Instructions:** To make a request for open records, fill out the "Requestor" section.

**Staff Instructions:** For requests for copies, Town staff shall also complete the "Cost for Record Reproduction" section. Do not sign and date the signature line until the records are delivered to the requestor.

**Requestor**

Name	Request Type <input type="checkbox"/> Inspection <input type="checkbox"/> Copies
Mailing Address	Phone
City / State / ZIP	Email
<b>Is the requestor a Tennessee citizen ?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously requested to inspect the records currently being requested ?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when ? _____  If yes, was it approved ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed description of the records being requested. <i>Please provide as much detail as possible including, but not limited to, type of record, timeframe or dates for the records requested and subject matter or key words related to the records.</i>	

**Office Use Only : Estimated Cost for Record Reproduction**

Labor Cost ____ hours at \$ _____ / hour = \$ _____	Reproduction Cost ____ copies at \$ _____ / copy = \$ _____
Delivery Method / Cost <input type="checkbox"/> In Person <input type="checkbox"/> US Mail <input type="checkbox"/> Other Cost : \$ _____	Total Cost / Delivery Date \$ _____      Date : ___/___/___

Requestor : \_\_\_\_\_ Date : \_\_\_/\_\_\_/\_\_\_

Town Staff : \_\_\_\_\_ Date : \_\_\_/\_\_\_/\_\_\_