

RESOLUTION

A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AMENDING THE PUBLIC RECORDS POLICY FOR KNOX COUNTY TO DESIGNATE ADDITIONAL PUBLIC RECORDS REQUEST COORDINATORS AND TO ALLOW REQUESTORS TO USE PERSONAL EQUIPMENT TO MAKE COPIES OF RECORDS WITH CERTAIN RESTRICTIONS AS OUTLINED IN THIS RESOLUTION AND IN ACCORDANCE WITH STATE LAW.

RESOLUTION: R-17-12-903

REQUESTED BY: COUNTY MAYOR

PREPARED BY: KNOX COUNTY LAW DIRECTOR'S OFFICE

**APPROVED AS TO FORM AND CORRECTNESS: _____
DIRECTOR OF LAW**

**APPROVED: _____
DATE**

**VETOED: _____
DATE**

**VETO
OVERRIDE: _____
DATE**

**MINUTE
BOOK _____ PAGE _____**

WHEREAS, by means of Resolution R-17-4-903, the Knox County Commission adopted a Public Records Policy for Knox County, Tennessee (the "Public Records Policy"); and

WHEREAS, Tenn. Code Ann. § 10-7-506(a) provides that any Tennessee citizen requesting to inspect public records “shall have the right to take extracts or make copies thereof, and to make photographs or photostats of the same while such records are in the possession, custody and control of the lawful custodian thereof or such custodian’s authorized deputy”; and

WHEREAS, the Knox County Mayor and the Knox County Commission desire to amend the Public Records Policy to allow citizens to make copies of public documents using their own personal equipment; and

WHEREAS, this proposed amendment to the Public Records Policy will help ensure continued transparency in Knox County Government, provide a more economical way for citizens to obtain copies of their public records, and is to the benefit of all Knox County taxpayers; and

WHEREAS, the Public Records Policy should also reflect, according to Tenn. Code Ann. § 10-7-503(g)(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”; and

WHEREAS, Knox County desires to designate additional Public Records Request Coordinators in the Public Records Policy.

NOW THEREFORE BE IT RESOLVED BY THE COMMISSION OF KNOX COUNTY AS FOLLOWS:

The Public Records Policy for Knox County, Tennessee, shall be amended in Section V, Copies of Records, by deleting the first sentence in Subsection D and adding a new Subsection E to read as follows:

- E. A requestor will be allowed to make copies of records with personal equipment, provided that the requestor’s duplication of such records does not impede other citizens’ access to county services or records, and that the requestor is willing to schedule an appointment for the purposes of duplicating a large number of records or records that are stored off-site or are not immediately accessible. However, an independent Knox County officeholder (either elected or appointed) may, in his/her discretion, adopt and enforce reasonable rules governing the use of personal equipment to make copies of records. In all cases, the use of personal storage devices (i.e. external hard drives, flash drives, etc.) or any equipment that must be connected to- or inserted into any County computer, equipment or network is prohibited.**

BE IT FURTHER RESOLVED, that the Public Records Policy for Knox County, Tennessee, shall be amended in Section II, Requesting Access to Public Records, by deleting and replacing Subsection C and Subsection D to read as follows:

C. Requests for inspection may be made orally, by email, or in writing on Form A at the office of the appropriate officeholder’s designated Public Records Request Coordinator. The designated Public Records Request Coordinators shall be:

<p>County Mayor and Subordinate Departments <i>Public Records Request Coordinator</i> 400 Main St., Suite 615 Knoxville, TN 37902 open.records@knoxcounty.org</p>	<p>Knox Co. Sheriff’s Office <i>Public Records Request Coordinator</i> 400 Main Street Knoxville, TN 37902 publicrecords@knoxsheriff.org</p>	<p>Clerk & Master of Chancery Court <i>Public Records Request Coordinator</i> 400 Main St., Suite 125 Knoxville, TN 37902 chancery.records@knoxcounty.org</p>
<p>Register of Deeds <i>Public Records Request Coordinator</i> 400 Main St., Suite 225 Knoxville, TN 37902 rod.records@knoxcounty.org</p>	<p>County Clerk <i>Public Records Request Coordinator</i> Knoxville, TN 37902 county.clerk@knoxcounty.org</p>	<p>Trustee <i>Public Records Request Coordinator</i> 400 Main St., Suite 418 Knoxville, TN 37902 trustee@knoxcounty.org</p>
<p>County Commission <i>Public Records Request Coordinator</i> 400 Main St., Suite 603 Knoxville, TN 37902 commission@knoxcounty.org</p>	<p>Criminal, Gen. Sessions 4th Circuit Court Clerk <i>Public Records Request Coordinator</i> 400 Main St. Knoxville, TN 37902 criminalclerk.records@knoxcounty.org</p>	<p>Circuit Civil Session & Juvenile Court Clerk <i>Public Records Request Coordinator</i> 400 Main St. Knoxville, TN 37902 circuitclerk.records@knoxcounty.org</p>
<p>Property Assessor <i>Public Records Request Coordinator</i> 400 Main St., Suite 204 Knoxville, TN 37902 county.assessor@knoxcounty.org</p>	<p>Law Department <i>Public Records Request Coordinator</i> 400 Main St., Suite 612 Knoxville, TN 37902 lawdir@knoxcounty.org</p>	<p>Election Commission <i>Public Records Request Coordinator</i> 300 Main St., Suite 218 Knoxville, TN 37902 election.central@knoxcounty.org</p>

D. Requests for copies, or requests for inspection and copies, shall be made in writing on Form A in person, by email, or by mail at the office of the appropriate officeholder’s designated Public Records Request Coordinator listed in Subsection C of this section.

BE IT FURTHER RESOLVED, that if any notifications are to be made to effectuate this Resolution, then the County Clerk is hereby requested to forward a copy of this Resolution to the proper authority.

BE IT FURTHER RESOLVED, that this Resolution is to take effect from and after its passage, as provided by the Charter of Knox County, Tennessee, the public welfare requiring it.

Presiding Officer of the Commission Date

County Clerk Date

Approved:_____
County Mayor Date

Vetoed:_____
County Mayor Date