

**PROCEDURES and POLICY for ACQUIRING COPIES of  
PUBLIC DOCUMENTS  
FRANKLIN COUNTY, TENNESSEE**

**SECTION 1. Procedures regarding access and inspection of public records.**

- A. Consistent with the open records laws of the State of Tennessee, personnel of Franklin County shall provide full access and assistance in a timely and efficient manner to persons who request access to open records.
- B. Employees of Franklin County shall protect the integrity and organization of public records with respect to the manner in which such records are inspected and copied. All inspections or copying of records shall be performed by, or under the supervision of, employees of Franklin County.
- C. Personnel with Franklin County shall prevent excessive disruptions of essential functions and duties and shall seek to provide access to records within a reasonable time.
- D. Requests for inspection or copying of records shall be made in writing on a form provided by Franklin County, a copy of which is attached hereto, and incorporated herein by reference. Such forms shall be completed by the person requisitioning the records, and Franklin County employees may demand reasonable identification of any person requesting a record.
- E. Hours for making requests for inspection and copying of records shall be the regular office hours of Franklin County.
- F. Removal of records from Franklin County offices shall not be permitted.
- G. Reproduction of records shall not be undertaken when in the judgment of personnel of Franklin County such reproduction would cause damage to the record.
- H. If there is a question whether or not a record is privileged and not subject to copying, the County Attorney will be consulted.
- I. If copies of personnel documents or other documents relating to the job performance of any individual employed by Franklin County are requested, it shall be the policy of Franklin County to notify the person involved, which documents have been copied and to whom they have been provided.

**SECTION 2: Fees for inspection and copying of public records:**

- A. Fees for inspection and copying of records of Franklin County shall cover the cost of retrieving, supervising access and inspection, and reproduction of records. Such fees shall be as follows:
  - 1) Twenty-five (25 cents) per page for each Photostatic copy provided by Franklin County.
  - 2) Actual personnel costs related to time spent retrieving and accessing records based upon each involved employee's effective hourly rate of pay, including benefits.
  - 3) Actual personnel costs related to time spent supervising inspection or reproduction of records based upon each involved employee's hourly rate of pay, including benefits.
- B. All fees for purposes identified in Section 2A above, shall be due at the time such costs are incurred.
- C. If multiple copies are requested or copies are requested that require more than minimal time for retrieval, Franklin County may require a reasonable deposit for the estimated cost set forth in paragraph A which must be paid before retrieval of the records or copying is commenced.
- D. No reproduction fee shall be assessed when an employee of Franklin County determines that the cost of charging and handling the fee exceeds the cost of providing a copy without charge.