

PUBLIC RECORD  
ACCESS POLICY

Consistent with the open records laws of the State of Tennessee, personnel of the housing authority shall provide full access and assistance in a timely and efficient manner to persons who request access to open records.

Employees of The housing authority 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 the housing authority.

***Request Procedures***

The housing authority staff shall prevent excessive disruptions of essential functions and duties while seeking to provide access to records within a reasonable time.

Requests for inspection or copying of records shall be made in writing on a form provided by the housing authority, a copy of which is attached hereto, and incorporated herein by reference. Such form shall be completed by the person requesting the record. Housing authority employees may ask for reasonable identification of any person requesting a record.

Hours for making requests for inspection or copying of records shall be the regular office hours of the housing authority. The housing authority will, within seven (7) business days of a request, supply the record, deny the request in writing with the reason for denial or provide the requestor with an alternate time frame to make the record available.

Removal of records from housing authority offices shall not be permitted.

Reproduction of records shall not be undertaken when, in the judgment of personnel of the housing authority, such reproduction would cause damage to the record.

If there is a question whether or not the record is privileged and not subject to copying, the attorney for the housing authority will be consulted.

If copies of personnel documents or other documents relating to the job performance of any individual employed by the housing authority are requested, it shall be the policy of the housing authority to consult with the housing authority attorney for guidance prior to releasing any information. Furthermore, the housing authority will notify the employee of whom documents have been requested and from whom they have been requested.

Information in individual resident files, covered by the Upfront Income Verification Agreement with HUD or other privacy regulations, will not be released without HUD permission.

## **Fees**

Fees for inspection and copying of records of the housing authority shall cover the cost of supervising, retrieving, accessing and inspecting, as well as reproducing the records. Such fees may include:

1. Twenty-five cents per page for each copy provided by the housing authority.
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. A minimum ten-minute charge will be assessed.
3. Actual personnel costs related to time spent supervising inspection or reproduction of records based upon each involved employee's effective hourly rate of pay, including benefits.
4. In situations where the housing authority feels it necessary to have its attorney review the appropriateness of releasing a specific record, the attorney's fee will be paid in advance by the person requesting the record.

All fees for purposes identified above shall be due at the time such costs are incurred.

If multiple copies are requested, or copies are requested that require more than minimal time for retrieval, the housing authority may require a reasonable deposit for the estimated cost set forth above, which must be paid before retrieval of the records or copying is commenced.

REQUEST FOR PUBLIC RECORDS FORM

\_\_\_\_\_  
Person Receiving Request

\_\_\_\_\_  
Date and Time of Request

\_\_\_\_\_  
Person Making Request

\_\_\_\_\_  
Telephone

Address \_\_\_\_\_

Description of Record(s) Being Requested \_\_\_\_\_

Deposit paid: \_\_\_\_\_

I, the undersigned, have read and understand the attached policy providing for the maintenance, preservation and protection of public records, and establishing procedures for accessing and copying open public records.

I agree to abide by all provision of the policy.

\_\_\_\_\_  
Signature of Person Making Request

\_\_\_\_\_  
Date

Date and Time Request Completed \_\_\_\_\_

Fee for providing assistance for this request shall be in accordance with the fee schedule set forth in the Public Record Access Policy.