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**Public Records Requests Rule 0520-15-01**

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**The Background:**

T.C.A. § 10-7-503(g)(2) requires all state government entities to promulgate rules governing public records requests. Chapter 0520-15-01 was originally approved by the State Board in 2019 in compliance with T.C.A. § 10-7-503 and sets forth rules governing the process by which Tennessee citizens may request to inspect or copy public records maintained by the State Board.

Major edits to this Chapter include:

- Updating language to comply with the law regarding acceptable types of identification for purposes of verifying a requestor is a Tennessee citizen.
- Updating the titles of State Board staff who serve as the Public Records Request Coordinator (PRRC).
- Updating the contact information for the PRRC to include the State Board's new office address and a dedicated email address for public records requests.
- Clarifying the process for providing copies of records that are maintained electronically.
- Lowering the labor threshold for charging fees from four (4) hours to two (2) hours.
- Other clarifying edits to ensure consistency with state law.

These rule revisions were approved by the State Board on final reading at its November 2023 meeting. During the rule promulgation process, it was discovered that language that authorized the charging of fees for redacting records for inspection needed to be removed. That rule filing was withdrawn. This revised version of the rule chapter includes all revisions previously approved by the State Board at its November 2023 meeting with the exception of language authorizing the charging of fees for redacting records for inspection.

A new rulemaking hearing was held on this revised rule on April 16, 2024. No comments were received at the hearing or in writing.

**Connection to the [Master Plan](#):**

This item supports the State Board's strategic focus on Engagement and Accountability outlined in the Master Plan by ensuring that the Board's rules are regularly reviewed and that the Board maintains transparency by providing access to open public records in accordance with the law.

**The Recommendation:**

The SBE staff recommends approval of this item on final reading.