

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: I:03:01

DATE: August 20, 2003

SUPERSEDES POLICY NO: I:03:01

DATED: March 30, 1990

SUBJECT: Inspect/Copying Public Records

APPROVED: Sidney A. McPhee, President \_\_\_\_\_

I. Purpose

The purpose of this policy is to establish uniform procedures for handling requests under Tennessee's Open Records Law.

II. Definition

“Public Records” are 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 in connection with the transaction of official Middle Tennessee State University business.

The university is directed to keep confidential the following employee information: unpublished telephone numbers, bank account information, social security number, drivers license information (except where operating a vehicle is part of the employees job description). Above information on immediate family or household members is kept confidential. All records containing this information will be redacted (removed, blanked out) prior to public access to the rest of the record.

Except for confidential public records, public records will be open for inspection by citizens of Tennessee in the office of record during business hours (8:00 am – 4:30 pm, Monday-Friday, except for official holidays). Persons requesting to inspect records must fill out the attached Request Form and show identification of Tennessee citizenship (i.e. driver's license, voter's registration, etc...) The Request Form will be retained by the Department of Record and a copy forwarded to the Office of the Vice President for Business and Finance. If the request is for a personnel record, the individual who is the subject of the record will be notified of the request by the Human Resource Office.

Request to inspect records must be for a specific record. Middle Tennessee State University is not required to create records or compile information. If the record is unavailable for some reason, i.e., filed in archives, being used for official business, etc..., then the person requesting the records shall be advised when to return to inspect the

record. All efforts will be made to provide the record(s) within a reasonable period of time.

Custody of the record is not to be relinquished. The person requesting to inspect the record must do so in the presence of the custodian of the record or an appropriate designee.

### III. Copying of Public Records

Upon request, Middle Tennessee State University will provide at the requester's expense, copies of public records. When a request for copies is received, the custodian should not relinquish the records. The custodian should do as follows:

1. Have the requesting party complete the Request Form to Inspect/Copy Public Records.
2. Determine the number of copies to be made and enter the description and the number of copies to be made on the Form. The price is \$0.25 per copy.
3. Advise the requesting party that payment for the copies is to be made at the Cashier's window, Business Office, Cope Administration Building. The payment should be credited to the custodian's account. Upon presentation of an official MTSU receipt to the custodian, the requested copies will then be made.
4. All efforts will be made to make the copies within a reasonable period of time.
5. After the copies are paid for, made and picked up, the Form should be filed with the requested record in the Department of Record (where feasible) and a copy should be forwarded to the Office of the Vice President for Business and Finance.

If it cannot be readily determined whether or not a requested document is covered by the Tennessee Open Records Law, the custodian shall refer the matter to the Office of the Vice President for Business and Finance.

MIDDLE TENNESSEE STATE UNIVERSITY  
REQUEST FORM TO INSPECT/COPY PUBLIC RECORDS

- 1. NAME: \_\_\_\_\_  
(PRINT OR TYPE NAME OF REQUESTER)
  
- 2. TENNESSEE DRIVER'S LICENSE NUMBER: \_\_\_\_\_
  
- 3. COMPANY OR BUSINESS REPRESENTED, IF ANY: \_\_\_\_\_  
\_\_\_\_\_
  
- 4. DATE AND TIME OF REQUEST: \_\_\_\_\_
  
- 5. DEPARTMENT OF RECORD: \_\_\_\_\_
  
- 6. DESCRIPTION OF RECORD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 7. IF DESIRED, TOTAL NUMBER OF PAGES TO BE COPIES: \_\_\_\_\_  
  
COST PER COPY \$0.25 X \_\_\_\_\_ # OF COPIES = TOTAL COST  
\$ \_\_\_\_\_
  
- 8. DATE AND TIME COPIES MADE AND DELIVERED TO REQUESTER:  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER

\_\_\_\_\_  
SIGNATURE OF PROVIDER