

**RULES
OF
THE STATE BOARD OF EDUCATION**

**CHAPTER 0520-15-01
PUBLIC RECORDS REQUESTS**

0520-15-01-.03 MAKING PUBLIC RECORDS REQUESTS.

- (1) All public record requests shall be made to the PRRC in order to ensure public record requests made pursuant to the TPRA are routed to the appropriate records custodian and fulfilled in a timely manner.
 - (a) Requests for inspection shall be made orally or in writing addressed as follows:
Tennessee State Board of Education
Attn: General Counsel
Davy Crockett Tower, 5th Floor
500 James Robertson Pkwy
Nashville, TN 37243
615-741-2966 (phone)
615-741-0371 (fax)
Angela.c.sanders@tn.gov
- (2) Requests for copies or requests for inspection and copies shall be made in writing via fax, email, mail, or hand delivery using the contact information in section (1)(a) above.

Authority: T.C.A. § 10-7-503. **Administrative History:** Original rules filed June 25, 2019; effective September 23, 2019.

0520-15-01-.08 COPIES OF RECORDS.

- (1) Copies will be available for pickup at State Board's office during regular business hours.
- (2) Upon payment for costs of postage, copies will be delivered to the requestor's home address by U.S. Postal Service.
- (3) A requestor will not be allowed to make copies of records with personal equipment. However, a requestor may use a personal camera to take a photograph of a record. If copies are to be downloaded to a storage device, the requestor shall supply their own storage device or the records custodian may charge the actual out-of-pocket costs for storage devices on which electronic copies are provided.
- (4) The records custodian shall respond to a public record request for copies in the most economic and efficient manner practicable.

Authority: T.C.A. § 10-7-503. **Administrative History:** Original rules filed June 25, 2019; effective September 23, 2019