

**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. This rule Chapter 0520-15-01 was originally approved by the State Board in 2019 in compliance with T.C.A. § 10-7-503 and governs 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 typographical and minor edits were made to ensure consistency and readability.

Prior to final reading, State Board staff will hold a rulemaking hearing to collect public comment.

**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 first reading.