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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.

A rulemaking hearing was held on October 2, 2023. No comments were received at the hearing or in writing.

Since first reading, minor clarifying edits were made. These edits include adding language from statute, clarifying language regarding how requests for inspection or copies may be made, clarifying that charges may be assessed for requests to inspect records if redaction is necessary, and other minor edits to reflect current practice. Additionally, typographical edits were made to ensure consistency and readability.

**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.