

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION		
PUBLIC RECORDS		1407
ADOPTED: February 5, 2021	REVISED:	MONITORING: Review: Annually

Each authorized charter school shall adopt policies and procedures for the maintenance of school records and fulfillment of public records requests, in accordance with state and federal law.^{1,2} All public records of the Commission shall be governed by TRR/MS 1185-01-02-.01-- Public Records Requests.²

Definitions. State law allows for personal inspection by any citizen of the state of Tennessee of “public records,” during business hours. “Public record or records” or “state record or records” means 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 pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.³

Requests.² The school leader or his/her designee(s) shall be authorized to permit inspection of all school records, except information deemed confidential by law. Requests for inspection or copying of a record shall be made to the school leader or his/her designee in compliance with state law.⁴

Confidential Information.⁵ Information deemed confidential and exempt from disclosure under the Tennessee Open Records Law shall be inclusive of, but not limited to:

- (1) Student records;
- (2) All records containing the results of individual teacher evaluations administered pursuant to the policies, guidelines, and criteria adopted by the State Board under T.C.A. § 49-1-302; and
- (3) Employee records:
 - (a) Home telephone and personal cell phone numbers;
 - (b) Bank account information;
 - (c) Social Security number;
 - (d) Residential information;
 - (e) Driver's license information in employee records, except where driving or operating a vehicle is part of the employee's job description, job duties, or incidental to the performance of his/her job;
 - (f) Medical information, sick leave documentation, and Employee Assistance Program (EAP) files;
 - (g) Same information as listed above of immediate family members, whether or not the immediate family member resides with the employee, or household members;
 - (h) Emergency contact information, except for that information open to public inspection; and

(i) Personal, nongovernment issued, email address.

The school shall make available for inspection or copying any public record not specifically exempt from disclosure in accordance with time frames established by state law.²

Legal References:

¹ T.C.A. § 49-2-301(b)(1)(CC); T.C.A. § 49-2-104;
T.C.A. § 49-13-111(h); T.C.A. § 10-7-503

² TRR/MS 1185-01-02-.01

³ T.C.A. § 10-7-503

⁴ T.C.A. § 10-7-503

⁵ T.C.A. § 10-7-504; T.C.A. § 8-4-604