

ORDINANCE

City of Portland, Tennessee

No. 25 - 49

Second Reading

AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE 17-45 WITH THIS ORDINANCE ADOPTING A REVISED PUBLIC RECORDS POLICY AND SHALL SUPERSEDE ANY PREVIOUS RECORDS POLICIES SET BY THE CITY OF PORTLAND

WHEREAS, pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act ("TPRA") (Tenn. Code Ann. § 10-7-501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority by July 1, 2017; and

WHEREAS, the policy adopted shall not impose requirements on those requesting records that are more burdensome than state law; and

WHEREAS, the governing body of the City of Portland desires to comply with the recent change in state law as it pertains to records management.

NOW THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that the following Public Records Policy for the City of Portland is hereby adopted by to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

SECTION 1. The following policy is hereby adopted as the Public Records Policy for the **City of Portland**

PUBLIC RECORDS POLICY FOR THE CITY OF PORTLAND

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the City of Portland is hereby adopted by the Mayor and Board of Aldermen to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. *See* Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of the City of Portland are presumed to be open for inspection unless otherwise provided by law.

Personnel of the City of Portland shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to public records. However, the integrity and organization of public records, as well as

the efficient and safe operation of the City of Portland shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for the City of Portland or to the Tennessee Office of Open Records Counsel ("OORC"). This Policy is available for inspection and duplication in the office of the City Recorder. This Policy shall be reviewed periodically as needed. This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of the City of Portland.

I. Definitions:

A. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. *See* Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.

B. Public Records: 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. *See* Tenn. Code Ann. § 10-7-503(a)(1)(A).

C. Public Records Request Coordinator(PRRC): The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. *See* Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.

D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

E. Department Records Custodian: The department's official or employee lawfully responsible for direct custody and care of a public record. *See* Tenn. Code Ann. § 10-7-503(a)(1)(C). The department records custodian is not necessarily the original preparer or receiver of the record.

II. Requesting Access to Public Records

The City of Portland has retained Next Request as a technology service provider to ensure compliance with the Tennessee Public Records Act. The Next Request Public Records Management Application provides a simple interface for managing records requests, helps to improve our response times, and streamlines all aspects of the records request process. A link to the Next Request portal can be found on the City of Portland's website under the "Government" tab under "Open Records Request".

A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.

B. Requests for **inspection only** may be made orally or in writing on Form A at Portland City Hall, 100 South Russell Street, Portland, Tennessee 37148 by phone at **615-325-6776** or by email to **recordsrequest@cityofportlandtn.gov**.

C. Requests for copies, or requests for inspection and copies, shall be made through the Next Request online portal or in writing on Form A in person or by mail at Portland City Hall, 100 South Russell Street, Portland, Tennessee 37148 or by email to **recordsrequest@cityofportlandtn.gov**.

E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or alternative acceptable form of ID is required as a condition to inspect or receive copies of public records.

III. Responding to Public Records Requests

A. Public Record Request Coordinator

1. The PRRC shall review public record requests and make an initial determination of the following:

- a. If the requestor provided evidence of Tennessee citizenship;
- b. If the records requested are described with sufficient specificity to identify them; and
- c. If the City of Portland is the custodian of the records.

2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):

a. Advise the requestor of this Policy and the elections made regarding:

- i. Proof of Tennessee citizenship;
- ii. Form(s) required for copies;
- iii. Fees (and labor threshold and waivers, if applicable); and
- iv. Aggregation of multiple or frequent requests.

b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:

- i. The requestor is not, or has not presented evidence of being, a Tennessee citizen;
- ii. The request lacks specificity;
- iii. An exemption makes the record not subject to disclosure under the TPRA;
- iv. The City of Portland is not the custodian of the requested records; or
- v. The records do not exist.

c. If appropriate, contact the requestor to see if the request can be narrowed.

d. Forward the records request to the appropriate department records custodian in the City of Portland

3. The designated PRRC is:

a. **City Recorder**

b. Contact information: City of Portland, 100 South Russell Street, Portland, Tennessee 37148 or by phone at 615-325-6776, **or by email to recordsrequest@cityofportlandtn.gov**.

B. Department Records Custodian

1. Upon receiving a public records request, a department records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the department records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, who in turn may consult the counsel, or the OORC.

2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a department records custodian shall, within seven (7) business days from the PRRC's receipt of the request, notify the PRRC of the time frame needed. The PRRC will then send the requestor a completed Public Records Request Response Form which is attached as Form B, based on the form developed by the OORC.

3. If a department records custodian thinks a request should be denied, he or she shall contact the PRRC of the denial request. The PRRC will review and if agrees with the denial, will deny the request in writing as provided in Section III.A.2.b and may use the Public Records Request Response Form B or through communication via the Next Request online portal.

4. If a department records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall consult the PRRC. The PRRC will review the information and if agrees, shall use the Public Records Request Response Form B or through communication via the Next Request online portal to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the PRRC should contact the requestor to see if the request can be narrowed.

5. If a department records custodian discovers records responsive to a records request were omitted, the records custodian should contact the PRRC, who will then notify the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the department records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the PRRC should coordinate with counsel or other appropriate parties regarding review and redaction of records. The PRRC may also consult with the OORC.

2. Whenever a redacted record is provided, a records custodian should provide the PRRC with the basis for redaction, so the PRRC can notify the requestor. The basis given for redaction shall be general in nature and not disclose confidential information.

IV. Inspection of Records

- A. There shall be no charge for inspection of public records
- B. The location for inspection of records within the offices of City of Portland shall be determined by ~~either the PRRC or the records custodian~~.
- C. When a reasonable basis exists, the PRRC ~~or a records custodian~~ may require an appointment for inspection.

V. Copies of Records

- A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at Portland City Hall.
- C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.
- D. A requestor will not be allowed to make copies of records with personal equipment. Requestors may purchase storage devices from the City of Portland upon which the records will be downloaded.

VI. Fees and Charges and Procedures for Billing and Payment

Fees and charges for copies of public records should not be used to hinder access to public records.

A. ~~Records custodians~~ The PRRC shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.

B. When fees for copies and labor do not exceed \$10.00, the fees may be waived. Requests for waivers for fees above \$10.00 must be presented to the Mayor, who is authorized to determine if such waiver is in the best interest of the City of Portland and for the public good.

C. Fees and charges for copies are as follows:

1. \$0.15 per page for letter- and legal-size black and white copies.
2. \$0.50 per page for letter- and legal-size color copies.
3. The actual cost of any other medium upon which a record/information is being produced.
4. Labor when time exceeds one hour.

5. If an outside vendor is used, the actual costs assessed by the vendor.
D. Payment is to be made via credit card(fees apply) on the Next Request online portal, **in cash or by personal check or cashiers check** payable to the **City of Portland** and presented to **the records custodian**.

E. Payment in advance will be required when costs are estimated to exceed \$25.00.

F. Payment in advance for Aggregation of Frequent and Multiple Requests may be required.

1. The City of Portland will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).

2. If more than four (4) requests are received within a calendar month:

a. Records requests will be aggregated at the **entity** level.


b. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC ~~or the records custodian~~ will inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.

c. Requests for items that are routinely released and readily accessible are exempt from this policy. These records include meeting **agendas and approved minutes**.


SECTION 2. Repealer. Any resolutions, ordinances, policies, or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict only as pertaining to the subject matter of this resolution.

SECTION 3. Severability. If a part of this ordinance is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of this ordinance is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

BE IT FURTHER ORDAINED by the City Council of the City of Portland, Tennessee that this Ordinance shall take effect after its final passage, the public welfare requiring it.



Mike Callis, Mayor


Attest: Tracy Kizer, City Recorder

Passed First Reading: August 18, 2025

Passed Second Reading: September 15, 2025

PUBLIC RECORDS REQUEST FORM A

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist. (City of Portland Ord. No. 17-45)

To: City Recorder, City of Portland, 100 South Russell Street, Portland, TN 37148

From: Requestor's Name: _____

Requestor's Address: _____

Requestor's Phone number: _____

Requestor's e-mail address: _____

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

(Copy of Tennessee driver's license or Photo ID is Required)

Request: ☐ Inspection ☐ Copy/Duplicate

Records Requested:

Provide a detailed description of the record(s) requested, including:

(1) type of record; ☐ Report ☐ Recording: video or audio ☐ Body/Dash cam

☐ other explain _____

(2) timeframe or dates for the records sought; _____

(3) subject matter or key words related to the records. (one request per form) _____

Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____

Delivery preference: ☐ On-Site Pick-Up ☐ USPS First-Class Mail
☐ Electronic ☐ E-mail: ☐ Other:

**By signing below, you are verifying that you are a state of Tennessee resident:*

Signature of Requestor Date

Signature of Public Records Request Coordinator Date Received

PUBLIC RECORD REQUEST RESPONSE FORM B

City of Portland
100 South Russell Street
Portland, TN 37148

Date:

Requestor:

In response to your records request received on _____, our office is taking the action(s)¹ indicated below:

¹ If all requested records do not have the same response, so indicate.

- ☐ The public record(s) responsive to your request will be made available for inspection:

Location: _____

Date & Time: _____

- ☐ Copies of public record(s) responsive to your request are:

☐ Attached

☐ Available for pickup at the following location: _____; or

☐ Being delivered via:

☐ USPS First-Class Mail ☐ Electronically ☐ Other: _____

- ☐ Your request is denied on the following grounds:

☐ Your request was not sufficiently detailed to enable identification of the specific requested

record(s). You need to provide additional information to identify the requested record(s).

☐ No such record(s) exists or this office does not maintain record(s) responsive to your request.

☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

☐ You are not a Tennessee citizen.

☐ You have not paid the estimated copying/production fees

☐ The following state, federal, or other applicable law prohibits disclosure of the requested records: _____.

- ☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

☐ It has not yet been determined that records responsive to your request exist; or

☐ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact our office.

Sincerely,

City Recorder