

RESOLUTION NO. 03-06

**A RESOLUTION PROVIDING FOR THE MAINTENANCE, PRESERVATION,
AND PROTECTION OF PUBLIC RECORDS, AND ESTABLISHING
PROCEDURES FOR ACCESSING AND COPYING PUBLIC RECORDS**

WHEREAS, there is a need to adopt a procedure for accessing and copying public records; and

NOW, THEREFORE BE IT RESOLVED, by the City of Spring Hill as follows:

Section 1. Procedures regarding access and inspection of public records shall be:

- A. Consistent with the Public Records Act of the State of Tennessee, personnel of the City of Spring Hill shall provide full access and assistance in a timely and efficient manner to persons who request access to open public records.
- B. Employees of the City of Spring Hill shall protect the integrity and organization of public records with respect to the manner in which such records are inspected and copied. All inspections or copying of records shall be performed by, or under the supervision of, employees of the City of Spring Hill.
- C. Employees of the City of Spring Hill shall prevent excessive disruptions of essential functions and duties and shall seek to provide access to records at the earliest possible time.
- D. Requests for inspection or copying of records shall be made in writing on a form provided by the City. Such form shall be completed by the person requesting the record. Employees of the City of Spring Hill may require reasonable identification of any person requesting a record.
- E. Hours for making requests for inspection or copying of records shall be during regular office hours.
- F. Removal of records from City offices shall not be permitted.
- G. Reproduction of records shall not be undertaken when in the judgment of City personnel such reproduction would cause damage to the record (s).

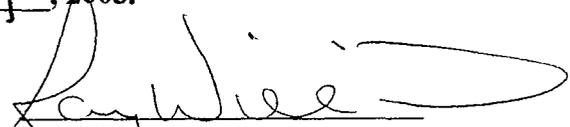
Section 2. Fees for inspection and copying of public records:

- A. The City may establish reasonable fees to cover the cost of retrieving, supervising, access and inspection, and reproduction of records. Such fees

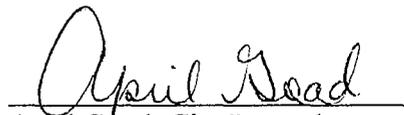
may include the actual cost of reproduction, personnel costs related to time spent retrieving and accessing records, and personnel costs related to time spent supervising inspection or reproduction of records.

- B. All fees for purposes identified above shall be due at the time such costs are incurred.
- C. No fees shall be assessed against officers or employees of the City of Spring Hill who make requests which are reasonably necessary to the performance of their official duties.
- D. No reproduction fee shall be assessed when it is determined that the cost of charging and handling the fee exceeds the cost of providing a copy without charge.

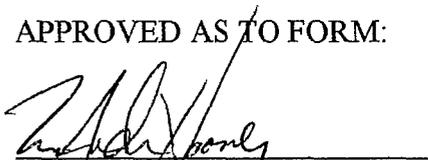
Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this the 18th day of FEBRUARY, 2003.


Ray Williams, Mayor

ATTEST:


April Goad, City Recorder

APPROVED AS TO FORM:


Andrew Hoover, City Attorney