



Department: Communications  
Policy Number: COM-A004  
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ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this document are unofficial copies.

**PUBLIC RECORDS REQUEST**

It is the policy of Clarksville-Montgomery County School System (CMCSS) to permit the inspection and copying of its public records in accordance with Tennessee law. CMCSS public records are presumed to be open for inspection unless otherwise provided by law.

CMCSS policy is that its personnel efficiently provide access and assistance to citizens of Tennessee seeking to view or receive copies of its public records. It is also CMCSS policy that the integrity and organization of public records, as well as the efficient and safe operation of CMCSS, shall be protected as provided by law.

CMCSS does not require a written request to inspect a public record and does not assess a charge to view a public record in person unless otherwise required by law. However, requests for copies of public records shall be made in writing on the CMCSS form ([COM-F001](#)). Requests to inspect or copy CMCSS public records shall be made as set forth in COM-P005 (Public Records Request Procedure).

Implementing Procedures: Public Records Request Procedure ([COM-P005](#))

Associated Documents: T.C.A. §10-7-501, et seq.  
Public Records Request Form ([COM-F001](#))  
Public Records Request Response Form (COM-F015)

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/26/17		Initial Release

**\*\*\*End of Policy\*\*\***