

RESOLUTION NO. 215

**RESOLUTION TO PROVIDE POLICIES FOR FULL
DISCLOSURE OF NON-EXEMPT PUBLIC RECORDS**

WHEREAS, the Board of Mayor and Alderman intends to provide interested parties with full public access of non-exempt public records; and

WHEREAS, the Board of Mayor and Alderman finds that there is presently no formal procedure for providing this information in an expedient manner while preventing excessive interference with other essential functions of the Town and

WHEREAS, the Board of Mayor and Alderman finds that in order to deal efficiently with the disclosure of public information it is necessary to establish for the municipal government of the Town of Mt. Carmel a policy comprised of procedures to be followed in regard to the disclosure of public records.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Alderman of the Town of Mt. Carmel, Tennessee, that a Public Information Disclosure Policy, is hereby adopted as provided below:

RESPONSE TO REQUESTS

A. It is the intent of the Town to provide records in as expedient a manner as possible. All requests must be submitted on a Town of Mt. Carmel "Request for Information" form to the appropriate city department. All assistance necessary to help the requester shall be provided by an employee of the department. The giving of such assistance shall not unreasonably disrupt the operation of the Town or the other duties of assisting employees. If the written request includes a request for copies, a payment in accordance with the Town's fee schedule shall be paid.

B. Whenever a member of the public has requested to inspect an identifiable public record and that request has been denied, such a person may submit a written request and have such denial reviewed by the City Administrator.

C. All non-exempt personnel records shall be open for inspection; however, whenever the personnel records of an employee including law enforcement officers, are inspected, the custodian of the records shall make a record of that inspection and provide notice within three (3) days from the date of the inspection to the employee whose personnel records have been inspected.

RECORD COPY CHARGES

A. Copies of disclosable public records (or portions thereof), reports, plans, and tape recordings shall be made and provided by the Town upon request and payment of the actual cost, including personnel time and other costs incidental to reproducing the same.

B. When the request is for a certified copy, there may be an additional charge to cover the additional expense and time required for certification as determined the City Recorder.

DISCLOSURE PROHIBITED

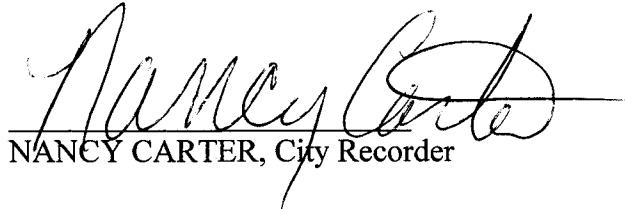
The Town shall not be required to permit public inspection and/or copying of any record to the extent public disclosure is prohibited, restricted or limited by state or federal laws.

Adopted this 25 day of May, 2000.



JAMES DEAN, Mayor

ATTEST:



NANCY CARTER, City Recorder

Approved as to form:



MICHAEL A. FAULK, City Attorney

The Law Office of Michael A. Faulk
112 East Main Boulevard
PO Box 2080
Church Hill, Tennessee 37642

FIRST READING	AYES	NAYS	OTHER
HENRY BAILEY	✓		
EUGENE CHRISTIAN	✓		
JAMES DEAN, MAYOR			
GARY LAWSON		✓	
GEORGE PIERCE		✓	
THOMAS WHEELER	✓		
CARL WOLFE			
TOTALS			

PASSED FIRST READING: 5-25-2020