

# Washington County Board of Education

Descriptor Term:

**Public Records**

Descriptor Code:

1.408

Issue Date:

9/2/2016

Rescinds:

1.408

Issued:

6/20/2017

1 The director of schools shall serve as the Records Custodian for the Washington County Department of  
2 Education.<sup>1</sup>

3  
4 Public records shall be defined as all documents, papers, letters, maps, books, photographs, microfilms,  
5 electronic data processing files and output, films, sound recordings or other material, regardless of  
6 physical form or characteristics, made or received pursuant to law or ordinance or in connection with  
7 the transaction of official business by Washington County Schools. Public records does not include  
8 the device or equipment, including but not limited to, a cell phone, computer or other electronic  
9 device or equipment that may have been used to create or store a public record of Washington County  
10 Schools.<sup>2</sup>

11  
12 Personnel of Washington County shall in a timely and efficient manner provide access and assistance  
13 to persons lawfully requesting to view or receive copies of public records. No provision of this policy  
14 shall be used to hinder access to open public records. However, the integrity and organization of  
15 public records, as well as the efficient and safe operation of Washington County Schools, shall be  
16 protected as provided by current law.

17  
18 The office of the Washington County, Tennessee, Attorney shall serve as the Public Records Request  
19 Coordinator (PRRC) for Washington County Schools. The PRRC shall receive all requests for inspection  
20 and copies for public records, and shall process these requests in accordance with the Tennessee  
21 Public Records Act and the Public Records Policy of Washington County government.<sup>3,4</sup>

## 23 Record Request contact information

24 Washington County Attorney  
25 Post Office Box 555  
26 Jonesborough, TN 37659  
27 Phone (423) 753-4864  
28 email: [tstoots@washingtoncountyttn.org](mailto:tstoots@washingtoncountyttn.org)

## 30 Records Retention

31 The director of schools and/or their designee shall retain and dispose of school district records according  
32 to the following guidelines:<sup>5,6</sup>

- 33
- 34 1. The director of schools and/or their designee will determine if a particular record is of permanent or  
35 temporary value in accordance with regulations promulgated by the County Public Records Commission  
36 and the Tennessee Institute for Public Services records manual;<sup>7,8</sup>
  - 37 2. Permanent records will be kept in some usable form (digital, printed, etc.). If the director of schools  
38 desires to destroy the original permanent record, these records must be reproduced digitally or  
39 some other permanent method.

1 3. The director of schools shall establish procedures to safeguard against the unlawful destruction  
2 or loss of records.<sup>9</sup>

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Legal References

- 1. TCA 10-7-503(A)(1)(C)
- 2. TCA 10-7-503(a)(1)(A)
- 3. TCA 10-7-503 (a)(1)(B)
- 4. Public Records Policy, Washington County Tennessee Board of County Commissioners, 22 May 2017
- 5. TCA 10-7-503
- 6. TCA 49-2-104
- 7. TCA 10-7-401
- 8. TCA 10-7-406
- 9. TCA 39-16-504