

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

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| Policy Number: 5:050 | Supersedes Policy Number: 5:050 |
| Date: February 10, 1999 | Dated: February 20, 1989 |
| Subject: Inspecting and Copying Public Records | |
| Initiating Authority: Vice President for Finance and Administration | TBR Policy/Guideline Reference: 5:01:00:10 |
| Approved: President: Signature on File | |

I. Purpose

The purpose of this policy is to establish uniform procedures for handling requests under Tennessee's Open Records Law.

II. Definition

"Public Records" are 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 in connection with the transaction of official Austin Peay State University business.

Confidentiality of student records is subject to the provisions of Austin Peay State University Policy Number 3:024.

III. Inspection of Public Records

Except for confidential public records, public records will be open for inspection by citizens of Tennessee in the department housing the records during business hours (8:00 a.m.-4:30 p.m., Monday-Friday, except for official holidays). Persons requesting to inspect records must fill out the "Request Form to Inspect/Copy Public Records" and show identification of Tennessee citizenship (i.e. driver's license, voter's registration, etc...). The Request Form will be retained by the custodian of the records in the department from which the record is requested. That department will forward a copy to the Office of the Vice President for Finance and Administration. If the request is for a personnel record, the individual who is the subject of the record will be notified of the request by the Office of Human Resources. A request to inspect records must be for a specific record. Austin Peay State University is not required to create records or compile information from hard copy records or reports; however, the institution will provide computerized records to a Tennessee citizen requesting releasable information even if the

institution does not maintain the records in the requested format. If the record is unavailable, i.e., requires creation time for automated records, filed in archives, being used for official business, etc., the person requesting the record shall be advised when the record will be available. Every effort will be made to provide the record(s) within a reasonable period of time. The Director of Human Resources is designated the official custodian of permanent personnel records. Other regular full-time employees in the Office of Human Resources are designated as assistant custodians. Directors and other supervisors are considered the custodian of records maintained within their respective offices/ departments.

Custody of the record is not to be relinquished. The person inspecting the record must do so in the presence of the custodian or an appropriate designee. If it is not convenient for the record to be shown because of present work requirements, the person requesting the record shall be advised when the information will be available. All efforts will be made to make the record(s) available within a reasonable period of time.

IV. Copying of Public Records

Upon request, Austin Peay State University will provide copies of public records at the requester's expense. When a request for copies is received, the custodian shall accomplish the following:

1. Have the requesting individual complete the Request Form to Inspect/Copy Public Records.
2. Advise the requesting party that there will be a charge for this service. (See Section V of this policy for more information.)
3. Advise the requesting party that payment for the copies is to be made at the Cashier's window, Business Office, Browning Building. The payment shall be credited to the custodian's account. Upon presentation of an official APSU receipt to the custodian, the requested copies will then be made.
4. If it is not immediately convenient for the custodian or staff member to make the copies, the requester shall be advised that they will be notified when the copies are ready for pickup. All efforts will be made to complete the request within a reasonable period of time.
5. After the copies are completed, the form shall be filed with the requested record in the department (where feasible), and a copy should be forwarded to the Office of the Vice President for Finance and Administration.

V. Costs for Production and Copying Public Records

The institution is allowed to charge the requesting party the actual costs incurred in making or extracting the requested material from existing records. Examples of allowable costs include programming or records research costs (including labor costs), computer time, printing, and copying costs. There will be a minimum charge of \$5.00 for each request. Employees who need copies of documents in their personnel file will not be charged for this service.

The “Request Form to Inspect/Copy Public Records” can be found at http://www.apsu.edu/hrhomepage/forms/pub_record.pdf