

How To Make A Public Records Request

Sumner County recognizes the right of a citizen of Tennessee to inspect or receive copies of public records. It is the policy of Sumner County, Tennessee, to comply with the Tennessee Public Records Act. Citizens of the State of Tennessee are entitled to inspect or receive copies of public records except those that are confidential or protected by law from disclosure.

Sumner County's procedure for citizens making public records requests is as follows:

1. A citizen may make a request by mail, email, or in person. Telephonic requests can be made, but in order to ensure that the request is being properly understood, a simple writing of the parameters of the request is strongly encouraged.
2. Sumner County is not responsible for searching through records to compile information or for creating records that do not exist.
3. When a request is made, the requestor can be asked to provide documentation confirming Tennessee residency.
4. When a citizens makes a public records request and prompt turnaround is not practicable, within seven (7) business days, the custodian of the records shall either make the information available; deny the request in writing including the basis for denial; or furnish the requestor with the estimated time that will be reasonably necessary to produce the record or information.
5. No payment shall be required simply for inspection of public records.
6. If it is necessary for a citizen to be charged for copies or labor, the cost shall be calculated using the "Schedule of Reasonable Charges" promulgated by the Tennessee Comptroller of the Treasury.
7. The meanings of all terms used herein are to be defined in accordance with the Tennessee Public Records Act.
8. This Policy is not all encompassing as public records requests vary greatly in size and scope, and the Tennessee Public Records Act itself is lengthy. If this Policy does not cover a question or concern you may have, please contact the **Sumner County Law Director at 615-451-6060**.