

**Sumner County Election Commission
Regular Monthly Meeting Minutes
Tuesday, June 13, 2017**

Members present: M. Allen Ehmling, Barbara Brake, Patricia Collins, Jeffery Hulsey, Kaye Kemnitz. Also present: Lori D. Atchley, Administrator of Elections and Annette Haw, Assistant Administrator of Elections. The meeting convened at 4:00 p.m. in Room 106 in the County Administration Building, Gallatin TN and a quorum was present. Meeting was called to order with a motion by Commissioner Kemnitz, seconded by Commissioner Collins, and motion passed unanimously 5-0. Meeting agenda was approved with a motion by Commissioner Brake seconded by Commissioner Kemnitz and motion passed unanimously 5-0.

I. Old Business

A. Approve Minutes of the Following Meeting

May 9, 2017 – Motion by Commissioner Collins, seconded by Commissioner Kemnitz, and motion passed 5-0.

II Inspection-New Processed Voter Registration Applications

A. Commissioners inspected 31 new processed voter registration applications out of the total registrations of 304 processed as required by statute with no discretions noted. All Commissioners present signed the report.

B. Inspection-Appeal Processed Voter Registration Applications – None.

C. Report from Administrator – State Election office recommended that the Sumner County Election Commission adopt the Sumner County Public Records Policy by July 1, 2017. Motion by Commissioner Hulsey, seconded by Commissioner Collins and the motion passed 5-0.

Election dates given as May 1, August 2 and November 6, 2018. Motion by Commissioner Brake and seconded by Commissioner Hulsey to accept the election dates and the motion passed 5-0.

Presentation of Satellite Locations – Portland Community Center, Old Westmoreland Elementary, Church of the Nazarene Goodlettsville, White House City Hall and St Timothy Lutheran Church and to provide traffic assistance at St Timothy's only on the dates as specified on the calendar. Motion to hold satellite voting on specified dates, provide traffic assistance at St Timothy's and approve the locations by Commissioner Kemnitz seconded by Commissioner Collins and the motion passed 5-0.

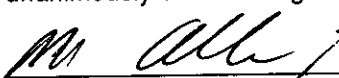
Presentation of Travel Policy and discussion. No breakout for Commissioners at TACEO seminar.

III Report from Election Commissioners -

A. Chairman – Commissioner Ehmling and Administrator Atchley attended the budget meeting where an additional employee was approved.

B. Election Commissioners – Commissioner Brake presented a list of civic organizations to visit for poll worker recruitment. Commissioner Kemnitz stated that half days on Election Day would be helpful - Administrator Atchley stated it is not allowed by statute.

IV Adjournment - Motion to adjourn by Commissioner Brake, seconded by Commissioner Kemnitz, passed unanimously 5-0. Meeting adjourned at 5:14 p.m.


M. Allen Ehmling, Chairman


Patricia Collins, Secretary





Lori D. Atchley, Administrator of Elections

SUMNER COUNTY, TN - County Primary - MAY 1, 2018 EARLY VOTING SCHEDULE

*** Early Voting by Personal Appearance begins April 11, 2018 and ends April 26, 2018 ***

INFORMATION PROVIDED BY THE SUMNER COUNTY ELECTION OFFICE

Any voter may appear at the Sumner County Administration Building Room 112 or any of the Satellite locations listed to cast a ballot for the May 1, 2018 County Primary Election.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	APRIL	* DRAFT *	11th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	12th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	13th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** PORTLAND 10:00AM – 6:00PM	14th COUNTY ADMINISTRATION BUILDING 9:00AM – 12:00PM
15th OFFICE CLOSED	16th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** GOODLETTSVILLE 10:00AM – 6:00PM	17th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	18th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	19th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** HENDERSONVILLE 10:00AM – 6:00PM	20th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** HENDERSONVILLE 10:00AM – 6:00PM	21st COUNTY ADMINISTRATION BUILDING 9:00AM – 12:00PM ***** HENDERSONVILLE 9:00AM – 12:00PM
22nd OFFICE CLOSED	23rd COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** WHITE HOUSE 10:00AM – 6:00PM	24th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** WESTMORELAND 10:00AM – 6:00PM	25th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	26th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	27th 	28th 
29th OFFICE CLOSED		May 1st ELECTION DAY VOTE AT YOUR PRECINCT 7:00AM – 7:00PM			Voters <u>MUST</u> present a State of Tennessee or Federally Issued Photo ID in order to vote!	

Sumner County Administration Building hours are:

Monday – Friday 8:00AM – 4:30PM (April 11 thru April 26) and 9:00AM – 12:00PM Saturday (April 14 & 21)

Seven Satellite days are scheduled: Monday – Friday 10:00AM – 6:00PM * Saturday 9:00AM – 12:00PM at the following locations:

Portland Community Center 303 Portland Blvd. Portland, TN 37148 (April 13)

Church of the Nazarene, 400 Loretta Drive, Goodlettsville, TN 37072 (April 16)

St Timothy Lutheran Church, 650 E Main St (known as Gallatin Rd) Hendersonville, TN 37075 (April 19, 20 & 21)

White House City Hall 105 College Street White House, TN 37188 (April 23)

“OLD” Westmoreland Elementary, 3012 Thompson Ln (@Austin Peay Hwy.) Westmoreland, TN 37186 (April 24)

Sumner County Election Commission * 355 N. Belvedere Drive, Room 106 * Gallatin, TN 37066

Office (615) 452-1456 * Fax (615) 230-1647

E-Mail elections@sumnertn.org Website: www.sumnertn.org




Lori D. Atchley, Administrator of Elections

SUMNER COUNTY, TN – Federal & State Primary and County General AUGUST 2, 2018 EARLY VOTING SCHEDULE

***** Early Voting by Personal Appearance begins July 13, 2018 and ends July 28, 2018 *****

INFORMATION PROVIDED BY THE SUMNER COUNTY ELECTION OFFICE

Any voter may appear at the Sumner County Administration Building Room 112 or any of the Satellite locations listed to cast a ballot for the August 2, 2018 Federal & State Primary and County General Election.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	JULY	*DRAFT*			13th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	14th COUNTY ADMINISTRATION BUILDING 9:00AM – 12:00PM
15th OFFICE CLOSED	16th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** PORTLAND 10:00AM – 6:00PM	17th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** GOODLETTSVILLE 10:00AM – 6:00PM	18th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	19th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** HENDERSONVILLE 10:00AM – 6:00PM	20th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** HENDERSONVILLE 10:00AM – 6:00PM	21st COUNTY ADMINISTRATION BUILDING 9:00AM – 12:00PM ***** HENDERSONVILLE 9:00AM – 12:00PM
22nd OFFICE CLOSED	23rd COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** WHITE HOUSE 10:00AM – 6:00PM	24th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** WESTMORELAND 10:00AM – 6:00PM	25th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	26th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	27th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	28th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM
29th OFFICE CLOSED	30th 	July 31st 	August 1st 	August 2nd ELECTION DAY VOTE AT YOUR PRECINCT 7:00AM – 7:00PM	Voters <u>MUST</u> present a State of Tennessee or Federally Issued Photo ID in order to vote!	

Sumner County Administration Building hours are:

Monday – Friday 8:00AM – 4:30PM (July 13 thru July 28) and 9:00AM – 12:00PM Saturday (July 14, 21 & 28)

Seven Satellite days are scheduled: Monday – Friday 10:00AM – 6:00PM * Saturday 9:00AM – 12:00PM at the following locations:

Portland Community Center 303 Portland Blvd. Portland, TN 37148 (July 16)

Church of the Nazarene, 400 Loretta Drive, Goodlettsville, TN 37072 (July 17)

St Timothy Lutheran Church, 650 E Main St (known as Gallatin Rd) Hendersonville, TN 37075 (July 19, 20, 21)

White House City Hall 105 College Street White House, TN 37188 (July 23)

“OLD” Westmoreland Elementary, 3012 Thompson Ln (@Austin Peay Hwy.) Westmoreland, TN 37186 (July 24)

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Lori D. Atchley, Administrator of Elections

SUMNER COUNTY, TN Federal & State General and Municipal – NOVEMBER 6, 2018 EARLY VOTING SCHEDULE

*** Early Voting by Personal Appearance begins October 17, 2018 and ends November 1 2018 ***

INFORMATION PROVIDED BY THE SUMNER COUNTY ELECTION OFFICE

Any voter may appear at the Sumner County Administration Building Room 112 or any of the Satellite locations listed to cast a ballot for the November 6, 2018 County Primary Election.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	October	*DRAFT*	17 th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	18 th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	19 th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** PORTLAND 10:00AM – 6:00PM	20 th COUNTY ADMINISTRATION BUILDING 9:00AM – 12:00PM
21 st OFFICE CLOSED	22 nd COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** GOODLETTSVILLE 10:00AM – 6:00PM	23 rd COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	24 th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** HENDERSONVILLE 10:00AM – 6:00PM	25 th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** HENDERSONVILLE 10:00AM – 6:00PM	26 th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** HENDERSONVILLE 10:00AM – 6:00PM	27 th COUNTY ADMINISTRATION BUILDING 9:00AM – 12:00PM ***** HENDERSONVILLE 9:00AM – 12:00PM
28 th OFFICE CLOSED	29 th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** WHITE HOUSE 10:00AM – 6:00PM	30 th COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM ***** WESTMORELAND 10:00AM – 6:00PM	31 st COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	November 1 st COUNTY ADMINISTRATION BUILDING 8:00AM – 4:30PM	2 nd 	3 rd 
4 th OFFICE CLOSED	5 th 	6 th ELECTION DAY VOTE AT YOUR PRECINCT 7:00AM – 7:00PM			Voters <u>MUST</u> present a State of Tennessee or Federally Issued Photo ID in order to vote!	

Sumner County Administration Building hours are:

Monday – Friday 8:00AM – 4:30PM (Oct 17 thru Nov 1) and 9:00AM – 12:00PM Saturday (Oct 20 & 27)

Seven Satellite days are scheduled: Monday – Friday 10:00AM – 6:00PM * Saturday 9:00AM – 12:00PM at the following locations:

Portland Community Center 303 Portland Blvd. Portland, TN 37148 (Oct 19)

Church of the Nazarene, 400 Loretta Drive, Goodlettsville, TN 37072 (Oct 22)

St Timothy Lutheran Church, 650 E Main St (known as Gallatin Rd) Hendersonville, TN 37075 (Oct 24, 25, 26 & 27)

White House City Hall 105 College Street White House, TN 37188 (Oct 29)

“OLD” Westmoreland Elementary, 3012 Thompson Ln (@Austin Peay Hwy.) Westmoreland, TN 37186 (Oct 30)

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Lori D. Atchley, Administrator of Elections

PUBLIC RECORDS POLICY
FOR
SUMNER COUNTY, TENNESSEE

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for Sumner County, Tennessee is hereby adopted by the Sumner County Board of County Commissioners to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all county records shall, at all times during business hours, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of Sumner County are presumed to be open for inspection unless otherwise provided by law.

Personnel of Sumner County shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of Sumner County, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for Sumner County or to the Tennessee Office of Open Records Counsel ("OORC").

This Policy is available for inspection and duplication in the Office of the Sumner County Law Director. This Policy is posted online at www.sumnertn.org. This Policy shall be reviewed annually, in January of each year.

This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of Sumner County.

I. Definitions:

- A. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The Records Custodian is not necessarily the original preparer or receiver of the record.

- B. Public Records: 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 pursuant to law or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).

- C. Public Records Request Coordinator: The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate Records Custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a Records Custodian.
- D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records

- A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate Records Custodian and fulfilled in a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC should request a mailing or email address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection may be made orally or in writing to the Office of the Law Director, 355 North Belvedere Drive, Suite 303, Gallatin, TN 37066 or by sending a request to email address lauren@sumnercountylaw.com or by phone at 615-451-6060. Or at the number listed on the website at www.sumnertn.org.
- D. Requests for copies, or requests for inspection and copies, shall be made in writing to Office of the Law Director, 355 North Belvedere Drive, Suite 303 Gallatin, TN 37066 or by sending a request to email address lauren@sumnercountylaw.com or by phone at 615-451-6060. Or at the number listed on the website at www.sumnertn.org.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or state issued identification card is required as a condition to inspect or receive copies of public records.
- F. Public notices, meeting information and frequently requested records are posted and readily available on the Sumner County website at www.sumnertn.org.

III. Responding to Public Records Requests

A. Public Records Request Coordinator

1. The PRRC shall review public record requests and make an initial determination of the following:

- a. If the requestor provided evidence of Tennessee citizenship; and
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the Governmental Entity is the custodian of the records.
2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
- a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
 - ii. The request lacks specificity.
 - iii. An exemption makes the record not subject to disclosure under the TPRA.
 - iv. The Governmental Entity is not the custodian of the requested records.
 - v. The records do not exist.
 - c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Forward the records request to the appropriate Records Custodian in Sumner County.
 - e. If requested records are in the custody of a different governmental entity, and the PRRC knows the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity if known.
3. The designated PRRC is:
- a. Name or title: Lauren Walker
 - b. Contact information:
 - i. Address: 355 North Belvedere Drive, Suite 303, Gallatin, TN 37066;
 - ii. Phone Number: 615-451-6060;
 - iii. Fax: 615-451-6061
 - iv. Email: lauren@sumnercountylaw.com

4. The PRRC shall report to the governing authority on an annual basis about the Governmental Entity's compliance with the TPRA pursuant to this Policy and shall make recommendations, if any, for improvement or changes to this Policy.

B. Records Custodian

1. Upon receiving a public records request, a Records Custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the Records Custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, counsel, or the OORC.
2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a Records Custodian shall, within seven (7) business days from the Records Custodian's receipt of the request, send the requestor a completed Public Records Request Response Form which is attached as Form A.
3. If a Records Custodian denies a public record request, he or she shall deny the request in writing using the Public Records Request Response Form.
4. If a Records Custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the Records Custodian shall use the Public Records Request Response Form to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the Records Custodian should contact the requestor to see if the request can be narrowed.
5. If a Records Custodian discovers records responsive to a records request were omitted, the Records Custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the Records Custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the Records Custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The Records Custodian and the PRRC may also consult with the Office of the Law Director.
2. Whenever a redacted record is provided, a Records Custodian should

provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

IV. Inspection of Records

- A. There shall be no charge for inspection of open public records.
- B. The location for inspection of records within the offices of Sumner County should be determined by either the PRRC or the Records Custodian.
- C. Under reasonable circumstances, the PRRC or a Records Custodian may require an appointment for inspection or may require inspection of records at an alternate location.

V. Copies of Records

- A. A Records Custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the Records Custodian.
- C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.
- D. A requestor will not be allowed to make copies of records with personal equipment.

VI. Fees and Charges and Procedures for Billing and Payment

- A. Fees and charges for copies of public records should not be used to hinder access to public records.
- B. Records Custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.
- C. When fees for copies and labor do not exceed \$ 5.00, the fees may be waived.
- D. Fees and charges for copies are as follows:
 - 1. \$0.15 per page for letter- and legal-size black and white copies.
 - 2. \$0.50 per page for letter- and legal-size color copies.
 - 3. The cost of labor when time exceeds one (1) hour.

4. If an outside vendor is used, the actual costs assessed by the vendor.
- E. No duplication costs will be charged for requests for less than \$1.00.
- F. Payment is to be made in cash or by personal check payable to Sumner County.
- G. Payment in advance will be required [when costs are estimated to exceed Ten Dollars].
- H. Aggregation of Frequent and Multiple Requests

Sumner County will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month either from a single individual or a group of individuals deemed working in concert.

The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the Records Custodian must inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.

PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require Records Custodians to compile information or create or recreate records that do not exist.

To: Sumner County
Lauren Walker, Public Records Request Coordinator
355 North Belvedere Dr., Suite 303
Gallatin, TN 37066
615-451-6060
lauren@sumnercountylaw.com

From: Requestor Name: _____
Address: _____

Is the requestor a Tennessee citizen? Yes No

Request: Inspection (The TPRA does not permit fees or require a written request for inspection only¹.)

Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____.

Delivery preference: On-Site Pick-Up USPS First-Class Mail
 Electronic Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the Records Custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor and Date Submitted

Signature of Public Records Request Coordinator and Date Received

¹Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

**SUMNER COUNTY PUBLIC RECORD REQUEST
RESPONSE FORM**

**355 North Belvedere Drive, Suite 303
Gallatin, TN 37066**

Date: _____

Requestor's Name and Contact Information: _____

In response to your records request received on _____, our office is taking the action(s)¹ indicated below:

The public record(s) responsive to your request will be made available for inspection:
Location: _____
Date & Time: _____

Copies of public record(s) responsive to your request are:
 Attached;
 Available for pickup at the following location: _____; or
 Being delivered via:
 USPS First-Class Mail
 Electronically
 Other: _____

Your request is denied on the following grounds:
 Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
 No such record(s) exists or this office does not maintain record(s) responsive to your request.
 No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
 You are not a Tennessee citizen.
 You have not paid the estimated copying/production fees.
 The following state, federal, or other applicable law prohibits disclosure of the requested records:

It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
 It has not yet been determined that records responsive to your request exist; or
 The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____

If you have any additional questions regarding your record request, please contact, Lauren Walker, Public Records Request Coordinator at 615-451-6060 or via e-mail at lauren@sumnercountylaw.com.

Sincerely,

[Records Custodian or Public Records Request Coordinator]
[Name, Title, and Contact Information]

¹ If all requested records do not have the same response, so indicate.

POLICY CONSIDERATIONS

The Tennessee General Assembly declares that the Tennessee Public Records Act ("TPRA") "shall be broadly construed to give the fullest possible access to public records." See Tenn. Code Ann. § 10-7-505(d). Accordingly, unless there is a clear exception provided in law, all public records of a governmental entity are to be open to Tennessee citizens for inspection.

Records Custodians must comply with the TPRA and their respective public records policies and rules. Tenn. Code Ann. § 10-7-506(a) grants Records Custodians the right to adopt and enforce reasonable rules governing the making of copies.

Adherence to the Model Public Records Policy developed by the Office of Open Records Counsel ("OORC") is not mandatory. However, courts may consider adherence to guidance provided by the OORC in determining whether a denial of access to public records by a Records Custodian is willful. See Tenn. Code Ann. § 10-7-505(g). Additionally, adherence to the policies and guidelines of the OORC provides a safe harbor for Records Custodians. See the OORC's Safe Harbor Policy.

- I. The TPRA authorizes a governmental entity to determine the following with respect to each entity's public records policy:
 - A. Whether to respond to TPRA requests by persons who are not citizens of Tennessee;
 - B. Whether to require government-issued photo identification as a prerequisite to providing access to records;
 - C. Whether to require requests for copies to be in writing and on a specific form;
 - D. Whether to charge for copying and duplication costs, including labor, when requestors ask for copies or duplicates;
 - E. Whether to waive copying and duplication costs in certain circumstances; and
 - F. Whether to permit requestors to make copies or duplicates using their own devices, such as a cell phone camera. (Note that use of requestor-provided devices such as flash drives pose serious security concerns.)
- II. Prior to adopting a public records policy, a governmental entity should consider and determine the following:
 - A. Who or what is the "appropriate governing authority" responsible for approval of the policy as required by Tenn. Code Ann. § 10-7-503(g).

- B. Who or what sub-entities or offices are to be covered by the policy.
- C. Whether there are legal requirements, other than the TPRA, that require the governmental entity to provide public access to specific records.
- D. What authority, other than the TPRA, exists for charging fees for copies and whether it is mandatory or discretionary.
 - 1. If no separate authority exists for duplication fees or copying fees, will fees be assessed for copies?
 - 2. Will labor be charged when it exceeds one (1) hour (or will the governmental entity use a higher threshold)?
 - 3. Will waivers be permitted, and who should have the authority to make the decision to waive fees?
- E. Who, within the governmental entity, are "Records Custodians," which are defined as "any office, official or employee of any governmental entity lawfully responsible for the direct custody and care of a public record" and whether there is a designated records officer or records archivist.
- F. What records the government entity creates or receives that are required by law or ordinance, or that occur in the transaction of official business, that would be subject to disclosure under the TPRA.
 - 1. Are the records produced in physical or electronic format and where are they stored or maintained?
 - 2. If electronic, what capability exists to search and to securely electronically redact the records?
 - 3. If in physical form, how are the records filed or cross-referenced?
 - 4. If on microfilm, microfiche or other legacy formats, how are the records filed or cross-referenced? Is equipment available to access/read the records?
- G. What, if any, exemptions apply to the governmental entity's public records or the information in the records making them confidential.
- H. What means of communication exist for the public to communicate with the governmental entity.

- I. What are the governmental entity's existing policies on:
1. Government transparency;
 2. How to respond to TPRA requests, including what fees to charge;
 3. Records management, including:
 - a. Retention, maintenance, and destruction;
 - b. Records made or received "off-site" or using personal devices; and
 - c. Monitoring of the accessibility and readability of records;
 4. Use of email and other electronic communication and social media;
 5. Use of personal devices in the work place;
 6. Securing of records upon the departure of an employee/official; and
 7. Disaster recovery and planning.

J. What resources are available for compliance with the TPRA.

1. What space is, or will be, available to requestors for physical inspection of records?
2. Is a secure computer terminal (that does not allow access to confidential records) available for public inspection of electronic records?
3. What is the governmental entity's capability to duplicate records? If the entity does not have internal capability, are there existing contracts with vendors or available duplication services to respond promptly to requests?
4. What staffing and funding is available?

K. What the governmental entity has or provides that may contain or produce records accessible pursuant to the TPRA, including:

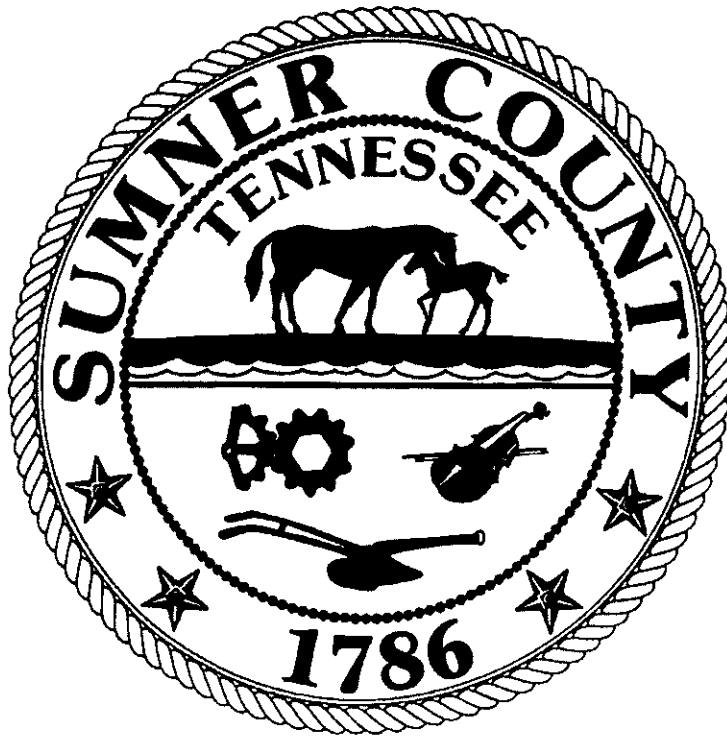
1. Portable electronic devices such as cell phones, laptops, or tablets;
2. Voice mail;
3. Email accounts;

4. Websites; and
 5. Social media accounts, such as Facebook or Twitter.
- L. Who should be appointed the Public Records Request Coordinator(s).
1. How will the appointment be disclosed internally and externally?
 2. What authority exists to require Records Custodians to respond to the coordinator?
- M. Whether Tennessee citizenship will be required for requests under the TPRA, and if so:
1. Will visual inspection of a Tennessee driver's license suffice or will a copy be kept?
 2. What forms of proof beyond a Tennessee driver's license will be accepted?
- N. Whether requests will be aggregated, whether by individual requestors or requestors acting in concert. See the OORC's Reasonable Charges for Frequent and Multiple Requests Policy.

Submitted to ACOG: November 8, 2016
Effective: January 20, 2017

Sumner County Government Travel and Expense Reimbursement Policy

Updated as of
7/17/2017



Introduction

It is the intent of these regulations that employees not suffer additional cost as a result of travel incurred to carry out assigned duties. Pursuant to Internal Revenue Service regulations, Sumner County maintains an "accountable plan" for reimbursing travel expenses. Reimbursements through an "accountable plan" are not taxable to employees.

This policy applies to the travel of all employees of Sumner County Government in the performance of their official duties. (Provisions of this policy may also apply to individuals other than employees who are authorized to travel for county business.)

I. General Provisions

When traveling, employees should be as conservative as circumstances permit; lower costs should be selected whenever practical. Reimbursement for travel will be based on the most direct or expeditious route possible. Employees traveling by an indirect route may be required to assume any extra expense incurred.

Reimbursement for travel expenses will only be allowed for actual expenses incurred. No expenses will be reimbursed until after travel has been completed. Travel reimbursement rates will be consistent with rates set by the General Services Administration. To view these rates, go to www.gsa.gov, and look under the "Travel" tab. All travel expenses must be itemized on the supplied "Travel and Expense Report" (travel form).

All expenses for airfare, lodging, rental cars, and parking (when possible) shall be charged to a county issued purchasing card (pcard). If an employee does not have a pcard, the department head (or assistant) will need to contact the finance department to request one. Itemized receipts must be submitted to the employee's department's pcard administrator upon return to be used for reconciliation of the pcard statement.

II. General Authorizations and Allowances

Travel must be authorized by the appropriate department head. Reimbursement for travel expenses is limited to expenses incurred for travel authorized in advance.

Travel which may be authorized will be limited to the following:

- Travel which is necessary for the proper execution of official county business or justifiable pursuit of a department's objectives; or
- Travel to meetings or conferences of a professional nature which will increase the attending employee's usefulness to department or county business.
- Mileage, parking, and meal expenses, incurred while on official county business, are reimbursable. Meals will only be reimbursed when overnight travel is necessary.
- Travel will not include, and no reimbursement for expenses will be made for, transportation in connection with an employee's regular/official place of employment.

When using websites (such as Expedia.com, Travelocity.com, Hotwire.com, etc.) to make travel arrangements using package deals, documentation is required for each specific item included in the package such as airfare, hotel, and rental car. When the website documentation is not sufficiently

detailed, a signed statement by the employee (along with documentation for separate coach airfare rates, hotel rates, etc.) referencing the comparison above is to be attached to the travel claim to verify that a reasonable effort was made to procure the best price in an effort to keep costs at a minimum.

III. Lodging

Lodging expenses must be for actual lodging costs plus any required taxes incurred up to the applicable maximum amounts as indicated on the Per Diem Rates Look-up chart found on the General Services Administration website at www.gsa.gov under the "Travel" tab. (To view current reimbursement rates for lodging, select "Per Diem Rates Look-up" and the state you will be traveling to.) If the hotel does not accept a pcard for payment, a county check will be issued (payable to the hotel) in advance. If a check must be issued, a requisition for payment must be submitted to the finance department at least one week before travel is to occur.

Lodging receipts are required (regardless of payment method) and must itemize room charges and taxes by date. If miscellaneous lodging expenses are incurred, such as energy or utility surcharges, they should be charged to the pcard. If the hotel does not accept a pcard, the additional lodging expenses shall be paid by the employee and will be reimbursed upon submittal on the travel form. A brochure or comparable documentation, indicating date(s) of conference or event, must be attached if applicable.

Higher rates for lodging at the location of a convention or conference will be allowed without special approval, up to the amount indicated in the convention or conference brochure or on the conference website. The convention or conference brochure which indicates the lodging rates must be submitted with the lodging receipt. Otherwise, the lodging rate will be limited to the applicable lodging rate as provided in these regulations. Lodging expense will not be paid by the county if travel to the destination does not require an overnight stay.

- **Overnight Lodging**

Expenses for lodging will only be allowed in cases where the approved lodging site is "away from home."

The Internal Revenue Service defines "away from home" as follows.

- "Your duties require you to be away from the general area of your tax home"
- "Your tax home is your regular place of business or post of duty regardless of where you maintain your family home"
- "You need to sleep or rest to meet the demands of your work while away from home"

- **Shared Lodging**

In the event of double occupancy for county employees on official travel, an explanation needs to be included on the lodging receipt. If a room is shared with other than a county employee, actual cost, subject to the maximum on the GSA website, will be allowed. The receipt for the entire amount should be submitted.

IV. Per Diem Rates for Meals and Incidental Expenses (M&IE)

Meal expenses will be reimbursed only if you are required to be "away from home" (requires an overnight stay; see **Overnight Lodging**). The per diem rates for meals and incidental expenses (baggage handling, phone calls to work, etc.) are established on the GSA website at www.gsa.gov. To view current reimbursement rates for meals and incidental expenses (M&IE), select "Per Diem Rates Look-Up" and the state you will be traveling to.

Receipts are not necessary for meal and incidental expense reimbursement. Reimbursement for M&IE for the day of departure will be three-fourths of the M&IE rate prescribed for the lodging location. Reimbursement for M&IE for the day of return will be three-fourths of the M&IE rate applicable to the preceding calendar day. Meals that are provided as part of a conference or event will not be reimbursed. In such instances, details of daily meal calculations must be provided on the travel form (i.e. details of amounts and meals reimbursed). A brochure or comparable documentation, indicating date(s) of conference or event, must be attached if applicable.

V. Mileage, Transportation, and Related Costs

A. Automobile Travel

- **Personally Owned Automobiles** Use of a personally-owned automobile is allowable. Only actual mileage is reimbursable and will be reimbursed according to the POV Mileage Reimbursement Rates as designated by the General Services Administration at www.gsa.gov. (To view current reimbursement rates for mileage, select "POV Mileage Reimbursement Rates" under the "Travel" tab.) No additional reimbursement will be made for operating expenses such as gas, oil, etc. Mileage for one-day trips will be reimbursed. Proper documentation (verifying official county business) must be included with the travel claim. Employees may document actual mileage with beginning and ending mileage or use reputable websites such as Mapquest, Yahoo! Maps, Google Maps, etc. to determine point-to-point and/or vicinity mileage. Mileage within Tennessee can also be found on the website www.tdot.state.tn.us/Maps/Mileage/entercities.asp.
- **County Owned Automobiles** When travel by automobile is appropriate, some employees may use county owned automobiles whenever available and feasible. However, county owned vehicles should be used only on official business. Toll fees, parking, and gasoline expenses are allowable for reimbursement with a receipt. Out-of-pocket expenses, such as for towing or emergency repairs, will be reimbursed. Proper receipts identifying the automobile and itemizing the services must be included with the travel claim. Such expenditures must be of an emergency nature when immediate service is required.
- **Automobile Rental (must be pre-authorized for reimbursement)** On rare occasions, automobile rental is permitted, if necessary. Advance authorization from the employee's department head must be secured for automobile rental. Charges for insurance for rented automobiles are not reimbursable costs since the county is self-insured. Whenever possible, employees should refuel the rented automobile before returning it; additional expenses incurred as a result of not returning an automobile with a full tank of gas are not reimbursable.

B. Airfare

Airfare will be charged to the county's pcard only when it is determined to be the best mode of transportation. A brochure or comparable documentation, indicating day(s) of conference or event, must be attached if applicable.

C. Taxi Fares

Reasonable taxi fares are allowed while traveling. It is expected that bus, limousine, Uber, or light rail service to or from airports will be used when available and practical. When traveling between the hotel or other lodging and the meeting or conference site, reasonable taxi fares will be allowed.

D. Parking

Charges for routine parking while on travel status will be reimbursed. Receipts are required for parking charges of more than \$8.

VI. Telecommunications Costs While on Travel Status

Local phone calls, fax charges and long distance calls for county business will be reimbursed. Employees may be required to provide a statement detailing the date, name, and location called for long distance calls and for fax charges.

Department heads may authorize an employee to use a personal cellular phone in conducting county business. Authorized employees will be reimbursed for any additional costs incurred in using their personal cellular phones for official business. An itemized statement indicating the date, name, location, and cost of each call plus a billing statement indicating that an additional cost was incurred above the standard monthly charge may be required for reimbursement.

VII. Reimbursement Procedures

To receive reimbursement of any travel expenses, a properly completed travel form (Attachment A) must be submitted to the finance department no later than 45 days from the completion of travel. The documentation must, at a minimum, make an "adequate accounting" pursuant to Internal Revenue Service regulations and include the following elements.

- The business connection
 - The purpose for travel and the business benefit gained or expected to be gained must be documented on the travel form. If all travel is for a single purpose, it can be documented on the top of the form in the space indicated "Reason for Travel". If for multiple purposes, indicate the purpose on line immediately following the requested reimbursement.
 - If applicable, an agenda, registration form, conference brochure, etc. must be attached.
- Essential elements of the expense including date, place, and amounts (including receipts as applicable) must be included.
- All signatures on the travel claim must be original. Typically, the immediate supervisor must approve the travel claim.

VIII. Exceptions

The Director of Finance (in consultation with the employee's department head) has the authority to grant exception from any or all of these rules and regulations when deemed appropriate for an employee or group of employees on official county travel.

