

Resolution No. 2005-156

**A RESOLUTION PROVIDING FOR THE MAINTENANCE, PRESERVATION,
AND PROTECTION OF PUBLIC RECORDS, AND ESTABLISHING
PROCEDURES FOR ACCESSING AND COPYING PUBLIC RECORDS**

Be it resolved by the Board of Mayor and Alderpersons of the City of Dyer, Tennessee, that:

Section 1. Procedures regarding access and inspection of public records:

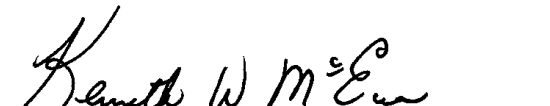
- A. Consistent with the Public Records Act of the State of Tennessee, personnel at the City of Dyer shall provide full access and assistance in a timely and efficient manner to persons who request access to open public records.
- B. Employees of the City of Dyer shall protect the integrity and organization of public records with respect to the manner in which such records are inspected and copied. All inspections or copying of records shall be performed by, or under the supervision of, employees of the City of Dyer.
- C. Personnel with the City of Dyer shall prevent excessive disruptions of essential functions and duties and shall seek to provide access to records at the earliest possible time.
- D. Requests for inspection or copying of records shall be made in writing on a form provided by the City of Dyer. Such form shall be completed by the person requesting the record, and city employees may demand reasonable identification of any person requesting a record.
- E. Hours for making requests for inspection or copying records shall be the regular office hours of city hall.
- F. Removal of records from City Hall shall not be permitted.
- G. Reproduction of records shall not be undertaken when in the judgment of personnel of the City of Dyer, such reproduction would cause damage to the records.

Section 2. Fees for inspection and copying of public records:

- A. The City may establish reasonable fees to cover the cost of retrieving, supervising, access and inspection, and reproduction of records. Such fees may include the actual cost of reproduction, personnel cost related to time spent retrieving and accessing records, and personnel costs related to time spent supervising inspection or reproduction of records.
- B. All fees for purposes identified in Section 2A above shall be due at the time such costs are incurred.
- C. No fees shall be assessed against officers or employees of the City of Dyer who make requests which are reasonably necessary to the performance of their official duties.
- D. No reproduction fee shall be assessed when an employee of the City of Dyer determines that the cost of charging and handling the fee exceeds the cost of providing a copy without charge.

Adopted by the City of Dyer Board of Mayor and Alderpersons this 10th day of October 2005.


Mayor


Recorder

Resolution 2005-156 Appendix A

**CITY OF DYER
REQUEST FOR PUBLIC RECORDS FORM**

Person making request _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number (Home) _____ (Work) _____

Description of records being requested:

I, the undersigned, have read and understand the attached Resolution providing for the maintenance, preservation, and protection of public records, and establishing procedures for accessing and copying public records.

I agree to abide by all provisions of the resolution.

Signature _____ Date _____

Resolution No 2005-156 Appendix B

**CITY OF DYER
COPYING COSTS FOR PUBLIC RECORDS**

The following schedule of costs shall apply to the provision of copies of public records:

TYPE OF RECORD	COST PER PAGE
8 ½ x 11 or 8 ½ x 14	
Ordinances and Resolutions	\$1.00
Minutes	\$1.00
Contracts	\$1.00
Checks and Invoices	\$1.00
Permits and Licenses	\$1.00
Accident Reports	\$1.00
Duplication of Recorded Tapes	\$7.50/tape

This schedule of costs is based on the capability of the city's copying equipment. When the city's copying equipment is not capable of reproducing requested copies of the city's records, or such equipment is inoperative, the person requesting copies of the records has the option of having the records commercially copied by the city. The city will provide commercial copies on an actual cost basis.