

City of Clarksville

Information and Records Request Policy

- Anyone who wishes to VIEW existing records that are not confidential, exceptions to the Tennessee Open Records Act, or otherwise protected by the law may GO TO the department and make the request to do so. The department head is expected to make the records available for that person to view or copy AT THE DEPARTMENT during business hours.
- Anyone who wishes to request a record be CREATED or something be RESEARCHED must go through the Mayor's office to make that request. These types of requests become time consuming for department heads and take time away from their daily duties of managing their departments.
- The Tennessee Open Records Act states that a person should be given access to view or copy records in a timely manner. Where a prompt turnaround is not practicable, within 7 DAYS the Mayor's office shall:
 - Deny the request in writing and include the basis for denial.
 - Furnish the requestor with the estimated time that will be reasonably necessary to produce the record or information if it will not be produced within 7 business days.

THE ABOVE INFORMATION COMPLIES WITH THE TENNESSEE OPEN RECORDS ACT