

CHAPTER 6
PUBLIC RECORDS

SECTION

- 1-601. Intent.**
1-602. Definitions.
1-603. Access.
1-604. Confidential Public Works.

1-601. Intent. All municipal records of the City of Paris, Tennessee, except those designated more specifically hereinbelow, shall at all times, during business hours, be open for personal inspection by any citizen of Tennessee, and those in charge of such records shall not refuse such right of inspection to any citizen, unless otherwise provided by the provisions of this ordinance or by applicable state or federal law.

1-602. Definitions. As used in this chapter, unless the context requires otherwise: (1) "public records" means 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 ordinance or in connection with the transaction of official business by the City of Paris, Tennessee; (2) "confidential public record" means any public record which has been designated confidential by this ordinance or applicable state or federal statutes and includes information on matters or records considered to be privileged in any aspect of which access by the general public has been generally denied.

1-603. Access. All public records of the City of Paris, Tennessee, except those confidential public records designated hereinbelow, shall be available for inspection during regular business hours by any citizen of the State of Tennessee under the following restrictions:

(1) Any citizen wishing to inspect records shall make a request in forms provided by the City Business Office for those public records for which inspection is desired. The City Finance Director shall be in charge of fulfilling all requests for inspection of public records. The City Finance Director or a designee of the City Finance Director shall promptly access the information so requested and provide same to the requesting party for inspection.

(2) Public inspection of the public records requested shall be carried out in a secure area at the physical location where the public records are stored and in no event shall any public record be removed from the confines of the public building housing such record.

(3) Any public record so inspected may be reproduced or copied at the request of the citizen requesting such record. Provided, however, that the City Finance Director shall be allowed to assess a reasonable charge for the duplicating or reproduction of such records, same to be paid by the person requesting the copying or duplication of such public records. Provided, further, that the City Finance Director shall have a reasonable period of time within which to comply with the request for duplication or reproduction of any public record.

1-604. Confidential Public Records. The records, documents, and papers designated hereinbelow shall be treated as confidential and shall not be open for inspection by members of the public, except as may be ordered by any court having jurisdiction:

(1) All personnel records used to evaluate performance toward continued employment or promotion of any city employee, under the control of any department of the City of Paris, Tennessee, shall be considered confidential and not subject to inspection or review without the express written consent of the employee.

(2) Books, records, physical evidence, statements, and any other materials in the possession of the City of Paris Police Department or Fire Department which relate to any pending or contemplated criminal investigation in which the City of Paris Police Department or Fire Department is involved.

(3) Proposals received pursuant to personal service, professional service, or consultant service contracts, including evaluations and memoranda. Such proposals shall be available for public inspection after the completion of evaluation of same by the City of Paris, Tennessee.

(4) Sealed bids for the purchase of goods and services, and leases of real property, and individual purchase records, including evaluations and memoranda related to same. Proposals shall be available for public inspection after completion of evaluation of same by the City of Paris, Tennessee.

(5) Records containing opinions of value of real and personal property intended to be acquired for a public purpose shall not be opened for public inspection until the acquisition thereof has been finalized. This shall not prohibit any party to a condemnation action from making discovery relative to values pursuant to the Tennessee Rules of Civil Procedure as prescribed by law.

(6) Books, records, or other materials which are confidential or privileged by state or federal law (Ord. #789, 03/05/92).