

FORM C
TOWN OF COLLIERVILLE OPEN RECORDS PROCEDURES AND POLICIES

Any citizen of Tennessee is entitled to have access to public records.

Requests that require research and/or more than a few copies should be made in writing using the Public Records Request Form A. The Town has seven (7) days to produce the information, deny the request, or provide an estimate of the time and cost to produce the records.

General (not personnel) Records. The following information must be redacted:

- Credit card numbers
- Social security numbers
- Driver's license numbers
- Tax ID numbers
- Bank account information (including bank name, routing number, account number)
- Burglar alarm codes
- Security codes
- Access numbers
- Unpublished phone numbers
- Emergency contingency plans
- Passwords
- Identifying information regarding a person under an order of protection
- Identifying information on domestic violence shelters/rape crisis center

Personnel Records—Must be maintained in one central location, locked and under controlled access. All requests for personnel information regarding police officers must be forwarded to and approved by the Chief of Police, who has the authority not to release information based on circumstances. The following information must be redacted:

- Social security number
- Banking information
- Driver's license number
- Medical records
- Home telephone numbers
- Personal cell phone numbers
- Residential street address
- Place of employment (Police only)
- Names, work addresses and phone numbers of immediate family (Police only)
- Names, locations, phone numbers of schools/day care of spouse and children (Police only)

Police Records—Closed investigations, as determined in the discretion of the Chief of Police, are open records, and on-gong investigations are not open. Accident reports, arrest reports, and 911 recordings are open, but all juvenile records are closed.