

## REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** March 9, 2026  
**FROM:** Kristie Diamond, Town Clerk  
**SUBJECT:** Resolution 2026-06 - A Resolution to Amend the Current Public Records Policy

### **INTRODUCTION:**

The purpose of this agenda item is to request approval of Resolution 2026-06 amending the current Public Records Policy.

### **BACKGROUND:**

The Public Records Policy was formally adopted by the Board of Mayor and Aldermen on June 12, 2017, through Resolution 2017-23 to ensure compliance with the Tennessee Public Records Act (TPRA), Tenn. Code Ann. § 10-7-501 et seq. The policy established procedures for submitting records requests, inspecting public records onsite, and obtaining copies for fees set by the current fee schedule. It also designated a Public Records Request Coordinator (PRRC) and clarified the roles of the Town Clerk and department staff in processing requests.

### **DISCUSSION:**

As part of ongoing efforts to strengthen IT security and modernize internal processes, staff is proposing updates to the Public Records Policy regarding how public records requests are received and routed. These changes are administrative in nature and are intended to improve security, continuity, and overall efficiency.

### **Reason for the Update:**

- **Security & Privacy:** Individual staff email addresses are tied to Town system logins. Publishing these addresses increases the risk of phishing attempts and unauthorized system access.
- **Continuity:** The policy references individual staff email addresses, which are now outdated due to a new website implementation. When staff roles change, publicly listed individual email addresses can quickly become outdated, creating confusion and delays in responding to records requests.
- **Accuracy:** The policy currently references an outdated Town website address, which needs to be updated for consistency and clarity.

### **Proposed Update:**

The policy will be revised to utilize role-based departmental email addresses for public records requests rather than individual staff email accounts. Examples include:

- **Town Clerk** - [openrecordsrequest@collierville.tn.gov](mailto:openrecordsrequest@collierville.tn.gov)
- **Court** - [courtrecords@collierville.tn.gov](mailto:courtrecords@collierville.tn.gov)
- **Fire** - [firerecords@collierville.tn.gov](mailto:firerecords@collierville.tn.gov)

- **Police** - policerecords@collierville.tn.gov
- **Collierville Schools** - openrecords@colliervilleschools.org

These addresses will be linked to distribution lists managed by the Town Clerk and Public Records Request Coordinators. Incoming requests will automatically route to the appropriate personnel, ensuring timely responses while protecting individual login credentials.

**BUDGET IMPACT:**

There is no budget impact.

**ATTACHMENTS:**

- [Resoluton 2026-06.pdf](#)
- [Exhibit A - Public Records Policy.pdf](#)
- [Public Records Request Form A.pdf](#)
- [Record Request Response Form B.pdf](#)
- [Records Procedures and Policies Form C.pdf](#)

**PROPOSED MOTION:**

To approve Resolution 2026-06 to amend the current Public Records Policy.

**Board Action:** Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						