

## EXHIBIT A

### PUBLIC RECORDS POLICY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

1. This Public Records Policy (the Policy) is adopted pursuant to 2016 Tennessee Laws Pub. Ch. 722 (H.B. 2082)(the State Act), and has an effective date of July 1, 2017.
2. The Metropolitan Public Records Commission shall have the authority to establish rules and regulations expanding upon and interpreting the provisions of this Policy.
3. Until such time as the Public Records Commission has adopted such rules and regulations, the provisions of Mayor Megan Barry's Executive Order No. 33 shall provide any additional guidance needed to expand upon and interpret this Policy, except to the extent inconsistent herewith.
4. Scope: This Policy shall automatically apply to all documents, papers, records, books, and books of account in all offices of the Metropolitan Government and county elected officials, including, but not limited to, the county clerk, the county register, the county trustee, the sheriff, the assessor of property; the pleadings, documents, and other papers filed with the clerks of all courts including the courts of record, general sessions courts; all documents created by any office or department of the old Davidson County or former city of Nashville, or of any office, department or agency of the Metropolitan Government, including boards and commissions (the Metro Departments).

Any Metro Department may opt out of this Public Records Policy, subject to the following conditions:

- A. The Metro Department's request to opt out of this Policy must be approved by the Public Records Commission.
- B. Any Metro Department that opts out of this Policy must adopt a public Records Request Policy of its own, compliant with the State Act and approved by its appropriate governing authority.
- C. Any Metro Department that opts out of this Policy must designate its own Public Records Request Coordinator and provide current contact information for that person to the Metropolitan Clerk.
- D. The Public Records Commission and the Metropolitan Clerk shall keep a current list of all departments that have opted out of this Policy, and shall make this list and the list of the exempt departments' Public Records Request Coordinators available to the public online.

Notwithstanding the above, the following Metro Departments are exempted from this Policy and shall adopt their own Public Records Policy and designate their own Public Records Request Coordinator and keep the Metropolitan Clerk advised of same:

- A. Metropolitan Nashville Police Department

- B. Justice Integration Systems
- C. The Metropolitan Board of Education
- D. The Office of the Criminal Court Clerk
- E. Health and Education Facilities Board
- F. County Clerk
- G. Department of Finance
- H. Department of Health
- I. Clerk and Master
- J. Circuit Court Clerk
- K. Juvenile Court Clerk
- L. Public Defender's Office
- M. Davidson County Sheriff's Office
- ~~D-N.~~ Register of Deeds

This Policy shall not apply to public entities that are affiliated with the Metropolitan Government but which constitute governmental entities in their own right, including but not limited to the Electric Power Board, the Metropolitan Transit Authority, the Convention Center Authority, the Metropolitan Nashville Airport Authority, the Metropolitan Development and Housing Agency, and the Emergency Communications District (the Other Governmental Entities). Other Governmental Entities that have Intergovernmental Agreements with the Metropolitan Government for the Metropolitan Government to provide to them support services such as through the Metropolitan Government Finance and Legal Departments (including but not limited to the Sports Authority, the Hospital Authority and the Industrial Development Board), may opt in to the Policy, subject to the approval of the Public Records Commission, and will be subject to all other provisions of this Policy applicable to a Metro Department which has not opted out.

5. Requests may be made to inspect public records or receive copies of public records pursuant to a process for same to be adopted by the Public Records Commission. The Public Records Request Coordinator may develop request forms consistent with the Public Records Commission's adopted rules and regulations. To the extent the use of such forms by requesters is to be required, the forms will be subsequently adopted by the Public Records Commission and incorporated into its rules and regulations.
6. Responses to public records requests shall be made in accordance with a process for same to be adopted by the Public Records Commission, which process shall include redaction processes.
7. Fees shall be charged for copies of public records in accordance with a statement regarding same to be adopted by the Public Records Commission, and billing and payment of such fees shall be handled in accordance with procedures to be adopted by the Public Records Commission.

8. The Metropolitan Clerk is hereby designated to serve as the Public Records Request Coordinator of all Metro Departments who do not opt out of this Policy, pursuant to the procedures for same described above.