

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** **Purchasing Records – Inspecting and Copying**

**EFFECTIVE DATE:** **July 1, 2000**

The purpose of this policy is to establish uniform procedures for handling requests by any citizen of Tennessee to inspect and/or copy purchasing records pursuant to T.C.A. 10-7-503, 10-7-504, 10-7-505, and 10-7-506.

**1. Definition**

Purchasing records – any purchasing records, including evaluations and memoranda relating to same, made or received in connection with transactions of official Southwest Tennessee Community College business.

**2. Inspection of Public Records**

Public records maintained by the college’s Purchasing Department shall be open for personal inspection by any citizen of Tennessee in the office of Purchasing during business hours. Individuals requesting to inspect records must show evidence of Tennessee residency (i.e., driver’s license, voter’s registration, etc.).

Proposals received pursuant to personal service, professional service, and consultant service contract regulations, and related records, including evaluations and memoranda, shall be available for public inspection only after the completion of evaluation of same by Southwest Tennessee Community College. Sealed bids for the purchase of goods and services, and leases of real property, and individual purchase records, including evaluations and memoranda relating to the same, shall be available for public inspection only after the completion of evaluation of same by Southwest Tennessee Community College.

Requests to inspect records must be for a specific record. Southwest Tennessee Community College is not required to create records or compile information. If the record is unavailable for some reason, i.e., under evaluation, being used for official business, etc., the person requesting the record shall be advised when to return to inspect the record. Effort will be made to provide the record (s) within a reasonable period of time

**Responsible V. P. of Bus. , Finance,  
Administrator: & Information Services**

**Team 5.B.**

**Source of Policy:** **Business & Finance** **TBR Policy Reference:** **N/A**

**Related Policy:** **STCC 1:00:00:00/4** **TBR Guideline Reference:** **N/A**

**Approved:** \_\_\_\_\_ **Date:** **July 1, 2000**

**President**

Custody of the record is not to be relinquished. The individual requesting to inspect the record must do so in the presence of the Director of Purchasing, or an appropriate designee. If it is not convenient for the record to be shown to the individual because of present work requirements, then the individual requesting to inspect the record shall be advised when to return to inspect the record. Effort will be made to make available the record(s) within a reasonable period of time.

### **3. Copying of Purchasing Records**

Upon request, the college will provide, at the requester's expense, copies of public records. When a request for copies is received, the Director of Purchasing, or an appropriate designee, shall follow the procedures listed below:

1. Have the requesting party complete the Request Form to Inspect/Copy Public Records (copy attached).
2. Determine number of copies to be made and enter description and number of copies to be made on the form. The price per copy is \$1.00.
3. Advise the requesting party that payment for copies to be made at the Business Office. Business Office personnel will issue a receipt to the requesting party. Payment received will be credited to miscellaneous revenue.
4. Copies will be made by either Purchasing Department personnel or Print Shop personnel. If it is not immediately convenient for a staff member to make the copies, the requesting party shall be advised that the copies, the requesting party shall be advised that the copies will be made later and that he/she will be notified when the copies are available for pick up. Copies will be made within a reasonable period of time.
5. After the copies are made, picked up, and paid for, the Request Form to Inspect/Copy Public Records will be retained in the Purchasing Department, and a copy forwarded to the Business Office.

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**  
**REQUEST FORM TO INSPECT/COPY PUBLIC RECORDS**

Purchasing Department

- 1. Name \_\_\_\_\_  
(Please print or type)
- 2. Tennessee Driver’s License Number \_\_\_\_\_  
(or other acceptable identification)
- 3. Company or business represented, if applicable  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Date and Time of request \_\_\_\_\_
- 5. Description of record to be copied \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6. Total number of pages to be copied, if any \_\_\_\_\_  
Cost per copy, \$1.00 x \_\_\_\_\_ number of copies  
Total cost \$ \_\_\_\_\_
- 7. Date and time copies made and delivered to requester  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Signature of Provider