

PUBLIC RECORDS POLICY
for
HAMILTON COUNTY, TENNESSEE, REGISTER'S OFFICE

The Hamilton County Register's Office hereby adopts the Hamilton County, Tennessee, General Government Public Records Policy, pursuant to Tenn. Code Ann. 10-7-503(g), to the extent that such Policy does not conflict with confidentiality requirements under applicable Federal and/or State law.

Detailed information regarding records available and the copy charges are posted at <http://register.hamiltontn.gov/OnlineRecordSearch/Home/Welcome.aspx>.

In addition to the standard copy fees outlined in the Hamilton County General Government Policy, the Hamilton County Register's Office adopts the following fees for records:

| <u>Type of Document</u> | <u>Fee Per Page</u> |
|--|----------------------------|
| Certified – 8 ½ x 11 or 8 ½ x 14 | \$1.00 |
| Certified – Plat | 5.00 |
| Electronic copies from computer sent via email | .15 |
| Electronic copies produced from microfilm | 1.00 |

No records maintained by the Register's Office may be captured or extracted by electronic devices, such as cell phones, laptops, tablets, personal scanners, etc.

The Register's Office requires proof of Tennessee citizenship prior to granting fulfillment of an open records request. Such proof may be a valid State of Tennessee Driver's License, or other valid identification issued by local, state or federal government.

Records maintained by the Register's Office are open for inspection during normal business hours, from 7:30 a.m. to 5:00 p.m., Monday through Friday, except holidays, at:

625 Georgia Avenue
Room 400, Courthouse
Chattanooga, Tennessee 37402.

The Designated Public Records Request Coordinator will be the Register of Deeds, Pam Hurst. The designee within the Register's Office will be Carrie Millard, Chief Deputy

Requests may be made orally, by calling:

423-209-6560

Or by completing the Hamilton County Public Records Request Form, which is available online at:

www.HamiltonTN.gov/OpenRecords

The completed Hamilton County Public Records Request Form may be submitted by mail to:

PO Box 1639
Chattanooga, TN 37401

By email to:

register@hamiltontn.gov

Or, by fax to:

423-209-6592