

**RULES  
OF  
THE TENNESSEE ALCOHOLIC BEVERAGE COMMISSION**

**CHAPTER 0100-14  
ACCESS TO PUBLIC RECORDS HELD BY THE COMMISSION**

**TABLE OF CONTENTS**

0100-14-.01	Purpose and Scope	0100-14-.06	Inspection and Copies
0100-14-.02	Definitions	0100-14-.07	Fees, Payment, and Waivers
0100-14-.03	Requests for Access to Public Records	0100-14-.08	Aggregation of Frequent and Multiple Requests
0100-14-.04	Responses to Requests for Public Records	0100-14-.09	Failure to Inspect Records or Failure to Pay for Copies
0100-14-.05	Redaction of Records		

**0100-14-.01 PURPOSE AND SCOPE.**

- (1) Pursuant to T.C.A. § 10-7-503(g), the purpose of the following public records rules are to provide timely and efficient access to public records of the Commission while at the same time preserving the confidentiality and protection of records or information as provided under state and federal law.
- (2) The Tennessee Public Records Act provides that all state public records shall, at all times during regular business hours, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law.
- (3) Through the Public Records Request Coordinator, the Tennessee Alcoholic Beverage Commission shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Rule shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the Commission, shall be protected as provided by current law. Questions about these Rules should be addressed to the Commission's Public Records Request Coordinator or to the Tennessee Office of Open Records Counsel ("OORC").

**Authority:** T.C.A. § 10-7-503. **Administrative History:** New rules filed February 9, 2024; effective May 9, 2024.

**0100-14-.02 DEFINITIONS.**

- (1) "Commission" or "TABC" means the Tennessee Alcoholic Beverage Commission.
- (2) "Public Record" means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.
- (3) "Public Records Request Coordinator" or "PRRC" means the individual(s) whose responsibility it is to ensure public record requests are routed to the appropriate records custodian and fulfilled in accordance with the Tennessee Public Records Act.
- (4) "Records Custodian" means the office, official, or employee lawfully responsible for the direct custody and care of a public record. The records custodian is not necessarily the original preparer or receiver of the record.

(Rule 0100-14-.02, continued)

- (5) "Requester" means a citizen of the State of Tennessee seeking access to a public record, whether for inspection or duplication.
- (6) "Tennessee Public Records Act" or "TPRA" means the State law codified in T.C.A. §§ 10-7-503, *et seq.*

**Authority:** T.C.A. § 10-7-503. **Administrative History:** New rules filed February 9, 2024; effective May 9, 2024.

### 0100-14-.03 REQUESTS FOR ACCESS TO PUBLIC RECORDS.

- (1) Public record requests, whether written or oral, shall be made to the PRRC or designee to ensure that such requests are routed to the appropriate records custodian and fulfilled in a timely manner.
- (2) Public record requests shall include the following information clearly and concisely expressed:
  - (a) Name and Tennessee contact information, including telephone and email address (in order to provide any communication required under the TPRA);
  - (b) Detailed description of the records being requested, including type, time frame, subject matter or key words, and any other information identifying the records;
  - (c) Statement whether the request is for inspection or receipt of copies, or both; and
  - (d) Delivery preference if requesting copies.
- (3) Proof of Tennessee citizenship by the presentation of a valid, unexpired state government issued photo identification is required in order to inspect or receive copies of public records. If a person does not possess photo identification or validity of the identification is in question, the PRRC may require other forms of identification. Upon a satisfactory showing, such proof of state citizenship will not be kept or retained by the PRRC. If copies of documentation are provided by mail or electronically to the PRRC, after verification, the information will be disposed of in such a way as to maintain the confidentiality of the information.
- (4) Requests for access to inspect public records maintained or received by the Commission may be made to the PRRC in person, by mail, telephone, fax, or email.
- (5) Requests for copies, or requests for inspection and copies of public records, shall be made in writing. A requester may use the TABC Public Records Request form available on the TABC website. If the TABC Public Records Request form is not used, the written request must still contain all information required under (2) of this section.
- (6) Requests not made in an appropriate manner or requests that are not directed to the PRRC as provided herein, will not be accepted. Requests made via any method other than those prescribed herein will not be accepted.
- (7) The contact information for the PRRC is as follows:

Tennessee Alcoholic Beverage Commission  
ATTN: Public Records Request Coordinator  
Davy Crockett Tower,  
500 James Robertson Parkway, 3rd Floor  
Nashville, Tennessee 37243  
Phone: 615-741-1602  
Fax: 615-741-0847

(Rule 0100-14-.03, continued)

Email: [TABC.PublicRecords@tn.gov](mailto:TABC.PublicRecords@tn.gov)

- (8) Any changes to the contact information for the PRRC shall be posted on the TABC's website.

**Authority:** T.C.A. § 10-7-503. **Administrative History:** New rules filed February 9, 2024; effective May 9, 2024.

#### **0100-14-.04 RESPONSES TO REQUESTS FOR PUBLIC RECORDS.**

- (1) Public Records Request Coordinator.

- (a) The PRRC shall review public records requests and determine the following:

1. Whether the requester has provided evidence of Tennessee citizenship pursuant to Rule 0100-14-.03(3);
2. Whether the records requested are described with sufficient specificity to identify them;
3. Whether the TABC is the custodian of the records; and
4. Whether the records requested, or any of their contents, are protected and, thus, not subject to disclosure based on applicable federal or state law or rules.

- (b) The PRRC shall acknowledge receipt of the request and take any of the following appropriate actions:

1. Inform the requester of this rule chapter and the determinations made regarding:
  - (i) Evidence of Tennessee citizenship;
  - (ii) Fees (and labor threshold and waivers, if applicable);
  - (iii) Aggregation of multiple or frequent requests; or
  - (iv) Need for clarification of the request(s).
2. As appropriate, deny the request in writing and provide the appropriate ground(s) for denial, which may include:
  - (i) The requester is not a Tennessee citizen or has not presented evidence of Tennessee citizenship;
  - (ii) The request lacks specificity. The Commission may work with a requester to clarify the request;
  - (iii) An exemption makes the requested record protected from disclosure;
  - (iv) TABC is not the custodian of the requested records;
  - (v) The records requested do not exist; or
  - (vi) Any other legal grounds for denial.
3. As appropriate, contact the requester to see if the request can be narrowed or otherwise clarified.

(Rule 0100-14-.04, continued)

4. Forward the records request to the appropriate records custodian within TABC.
5. If requested records are in the custody of a different governmental entity, and the PRRC knows the correct governmental entity, advise the requester of the correct governmental entity and PRRC for that entity, if known.

(2) Records Custodian.

- (a) Upon receiving a public records request, a TABC records custodian in collaboration with the PRRC shall gather the requested public records in accordance with T.C.A. § 10-7-503. Before making the records available, General Counsel or his/her designee shall conduct a review to ensure the preservation of confidential or protected information as provided in state and federal law.
- (b) If it is not practicable to promptly provide the requested records, the records custodian in collaboration with the PRRC shall, within seven (7) business days from the records custodian's receipt of the request, direct the PRRC to send the requester a written response indicating the reason for the delay and an estimate of the additional time necessary to produce the records or information. Reasons for delay may include:
  1. To determine whether the requested records exist;
  2. To search for, retrieve, or otherwise gain access to records;
  3. To determine whether all or part of the records are open or confidential;
  4. To redact records; or
  5. For other similar reasons.
- (c) If a records custodian in collaboration with the PRRC denies a public records request, the PRRC shall deny the request in writing.
- (d) If a records custodian in collaboration with the PRRC reasonably determines that production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the PRRC's response shall notify the requester that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. As appropriate, the records custodian or PRRC should contact the requester to see whether the request can be narrowed.
- (e) If a records custodian discovers that records responsive to a request were omitted, the records custodian shall promptly contact the PRRC concerning the omission and produce the records as quickly as practicable. The PRRC will contact the requester and supplement the records response.

**Authority:** T.C.A. §§ 10-7-503 and 10-7-504. **Administrative History:** New rules filed February 9, 2024; effective May 9, 2024.

**0100-14-.05 REDACTION OF RECORDS.**

- (1) If a record contains confidential information, or information that is not open for public inspection, the PRRC or the records custodian shall prepare a redacted copy of the record and consult with General Counsel or his/her designee before providing access to the records.

(Rule 0100-14-.05, continued)

- (2) Whenever a redacted record is provided, the PRRC will provide the requester with the general basis for redaction without revealing confidential or protected information.

**Authority:** T.C.A. §§ 10-7-503 and 10-7-504. **Administrative History:** New rules filed February 9, 2024; effective May 9, 2024.

#### **0100-14-.06 INSPECTION AND COPIES.**

- (1) For inspection of public records:
  - (a) There shall be no charge for the inspection of public records.
  - (b) The location for inspection of public records will be in the office location of the PRRC in Nashville and such inspection will occur during the Commission's normal business hours.
  - (c) Under reasonable circumstances, the PRRC may require an appointment for inspection or may require inspection of records at an alternate location.
- (2) If after viewing the records, a requester wishes to obtain copies, the Commission will make copies and assess charges in accordance with Rule 0100-14-.07, or copies may be made as follows:
  - (a) A requester may use a personal camera or cell phone to take a photograph of a public record so long as the organization and integrity of the record is maintained. If a record contains confidential or protected information, the record may not be photographed until all appropriate redactions are completed.
  - (b) The requester will not be allowed to connect any personal equipment to a TABC computer or electronic device, including but not limited to utilizing a flash drive, in order to make copies of public records.
- (3) Upon receipt of a request for copies of open public records, the Commission shall calculate the cost based on copy and labor charges for the entire request, or pro-rate the charges on a per page basis and promptly make the copies available to the requester in the following manner:
  - (a) For pickup at a location specified by the PRRC;
  - (b) By regular mail delivery through the United States Postal Service to the requester's home or other acceptable address within Tennessee; or
  - (c) Electronic records that can be sent in a single transmission will be sent by email, except when such records include personally identifiable information.

**Authority:** T.C.A. § 10-7-503. **Administrative History:** New rules filed February 9, 2024; effective May 9, 2024.

#### **0100-14-.07 FEES, PAYMENTS, AND WAIVERS.**

- (1) The Commission shall assess charges for copying and labor required to produce copies of the requested public records based on the most current version of the Schedule of Reasonable Charges issued by the OORC. The Schedule of Reasonable Charges is available on the Tennessee Comptroller of the Treasury's website on the OORC page.
- (2) The PRRC will provide requesters with an itemized written estimate of the charges prior to producing copies of records. Requesters must pay the estimate before the records will be released.

(Rule 0100-14-.07, continued)

- (3) When fees for copies and labor do not exceed ten dollars (\$10.00), the fees may be waived by the PRRC.
- (4) Fees associated with aggregated record requests will not be waived.
- (5) Payment of charges shall be payable to the Commission by cashier's check, money order, or other reliable means determined by the TABC, and delivered as specified by the PRRC.

**Authority:** T.C.A. § 10-7-503. **Administrative History:** New rules filed February 9, 2024; effective May 9, 2024.

**0100-14-.08 AGGREGATION OF FREQUENT AND MULTIPLE REQUESTS.**

- (1) TABC will aggregate record requests for records of TABC when four (4) or more requests are received within a calendar month either from a single individual or a group of individuals deemed working in concert by the PRRC.
- (2) The PRRC is responsible for making the determination that a group of individuals are working in concert, and upon such determination, shall inform the individuals that they have been deemed to be working in concert and that requests will be aggregated.
- (3) Routinely released and readily accessible records shall be excluded from aggregation. Such records include, but are not limited to, notices, orders, agendas, meeting minutes, and other materials that are accessible on the Tennessee Alcoholic Beverage Commission's website.

**Authority:** T.C.A. § 10-7-503. **Administrative History:** New rules filed February 9, 2024; effective May 9, 2024.

**0100-14-.09 FAILURE TO INSPECT OR FAILURE TO PAY FOR COPIES.**

- (1) If a requester makes two (2) or more requests to view a public record within a six-month period and, for each request, the requester fails to view the public record within fifteen (15) business days of receiving notification that the record is available to view, or misses two (2) or more scheduled appointments to view, TABC will not comply with any public records request from the requester for a period of six (6) months from the date of the second request to view the public record unless the TABC determines failure to view the public record was for good cause.
- (2) If, after agreeing to pay an estimated cost prior to the production of copies, a requester fails to pay the cost to produce the requested copies, TABC will not comply with any public record requests from the requester until payment is received.

**Authority:** T.C.A. § 10-7-503. **Administrative History:** New rules filed February 9, 2024; effective May 9, 2024.