

## AGENDA

### ADVISORY COMMITTEE ON OPEN GOVERNMENT (ACOG)

August 15, 2008 at 8:00 am

Legislative Plaza, Room 16, Nashville, TN

- I. Administrative
  - a. Subcommittee meetings:
    - i. Policies (including Best Practices) [citations below]
    - ii. Legislation [TCA §8-4-603(a)]
    - iii. Community Outreach
      1. Open Records (OR) [TCA §8-4-601(a)]
      2. Open Meetings (OM) [TCA §8-44-109(e)]
  - b. Committee meetings (LP 16):
    - i. September 5 (Hearing)
    - ii. September 15 (Schedule/OR Education/Frequent Multiple Policy)
  - c. Review of Office of Open Records Counsel Actions/Activities
    - i. Opinions [TCA §8-4-601(b)]
    - ii. Presentations, meetings
    - iii. Schedule
      1. Schedule of reasonable charges [TCA §8-4-604(a)(1)]
      2. Advisory Letter for practice prior to release of schedule (also reference approved forms) [TCA §10-7-503(a)(2)(C)(i)] August \_\_, 2008
      3. ACOG meeting and public hearing early September
      4. Post Schedule October 1, 2008
      5. Schedule Effective October 15, 2008
    - iv. OR Education Program [TCA §8-4-601(a)] October 1, 2008
    - v. Frequent and Multiple Requests Policy [TCA §8-4-604(a)(2)] November 17, 2008
    - vi. Best Practices Policy [TCA §8-4-604(a)(3)] January 15, 2009
    - vii. OM Education Program [TCA §8-44-109(e)] January 15, 2009
    - viii. Report [TCA §8-4-603(b)] March 1, 2009
    - ix. Forms: Posted August 11, 2008
      1. Copy Request [TCA §10-7-503(a)(7)(A)]
      2. Records Request Response form (Denial) [TCA §10-7-503(a)(2)(B)(ii)]
      3. Completed Records Request Response form (Reasonable Delay) [TCA §10-7-503(a)(2)(B)(iii)]
- II. Discussion of Schedule of reasonable charges
- III. Discussion Frequent and Multiple Requests policy
- IV. Other Business
- V. Adjourn