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## FREE PUBLIC RECORDS AND OPEN MEETINGS TRAINING

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The Tennessee Comptroller's Office of Open Records Counsel (OORC) is conducting six 2-hour training seminars in October for government employees, elected officials, media, and anyone who is interested in learning more about Tennessee's public records and open meetings laws.

Open Records Counsel Toni Chadwick and Assistant General Counsel Seth May will lead each class through a variety of topics including public records laws and procedures, open meetings requirements, and exceptions to the Tennessee Public Records Act.

Qualifies for Certified Municipal Finance Officer, Certified County Finance Officer, and Utility Commissioner training credits.

*The training locations, dates, and times are listed below.*

### ★ TRAINING SCHEDULE ★

**Tuesday, October 7, 2025 • 10 a.m. – 12 p.m. (CT)**

University of Memphis  
FedEx Institute of Technology  
365 Fogelman Drive  
Memphis, TN 38152

**Wednesday, October 22, 2025 • 10 a.m. - 12 p.m. (ET)**

Bristol Train Station  
101 Martin Luther King Jr. Blvd.  
Bristol, VA 24201

**Wednesday, October 8, 2025 • 10 a.m. - 12 p.m. (CT)**

Jackson Energy Authority  
250 N Highland Ave  
Jackson, TN 38301

**Thursday, October 23, 2025 • 10 a.m. - 12 p.m. (ET)**

University of Tennessee Knoxville  
Conference Center, Conference Room 413  
600 Henley Street  
Knoxville, TN 37920

**Wednesday, October 15, 2025 • 10 a.m. - 12 p.m. (CT)**

Cordell Hull Building  
Volunteer Conference Center  
425 Rep. John Lewis Way N.  
Nashville, TN 37423

**Friday, October 24, 2025 • 10 a.m. - 12 p.m. (ET)**

Chattanooga State Community College  
Health Science Center, Room 1085  
4501 Amnicola Hwy  
Chattanooga, TN 37406

**Please RSVP by sending an email to: [Catherine.Faulk@cot.tn.gov](mailto:Catherine.Faulk@cot.tn.gov)**

**OFFICE OF OPEN RECORDS COUNSEL**

Tennessee Comptroller of the Treasury  
Cordell Hull Building • 425 Rep. John Lewis Way N. • Nashville, TN 37243  
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*For additional information about the Office of Open Records Counsel and other related resources, visit: [www.comptroller.tn.gov/openrecords/](http://www.comptroller.tn.gov/openrecords/)*

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