

## CONTACT INFORMATION



**Office of Open Records Counsel**  
Tennessee Comptroller of the Treasury  
Cordell Hull Building  
425 Fifth Avenue North  
Nashville, TN 37243



Office: 615.401.7891  
Fax: 615.741.1551  
E-mail: [Open.Records@cot.tn.gov](mailto:Open.Records@cot.tn.gov)



*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)*



# OFFICE OF OPEN RECORDS COUNSEL



**Lee Pope**  
*Open Records  
Counsel*



**Rachel Buckley**  
*Assistant  
General Counsel*



The Office of Open Records Counsel is housed within the Office of the Comptroller of the Treasury and serves as a resource for citizens, media, and governmental entities that have questions or concerns related to the public records and open meetings laws in Tennessee.

## **The Office of Open Records Counsel is charged with the following responsibilities:**

-  Answer questions and provide information regarding public records and open meetings;
-  Assist citizens and public officials with requests for public records;
-  Promote education and awareness of Tennessee's public records and open meetings laws;
-  Collect data on open meetings inquiries and problems;
-  Develop forms, schedules, policies and guidelines for open record requests; and
-  Issue informal advisory opinions and provide informal mediation.