



## FREE PUBLIC RECORDS AND OPEN MEETINGS TRAINING

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 Elizabeth McCabe 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, Continuing Professional Education, and Utility Commissioner training credits.

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

### ★ TRAINING SCHEDULE ★

**Tuesday, October 6, 2026 • 9 a.m. – 11 a.m. (CT)**

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

**Wednesday, October 7, 2026 • 9 a.m. - 11 a.m. (CT)**

Jackson Energy Authority  
250 N Highland Ave  
Jackson, TN 38301

**Tuesday, October 13, 2026 • 9 a.m. - 11 a.m. (ET)**

Kingsport Chamber of Commerce  
400 Clinchfield St #100  
Kingsport, TN 37660

**Wednesday, October 14, 2026 • 9 a.m. - 11 a.m. (ET)**

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

**Thursday, October 15, 2026 • 9 a.m. - 11 a.m. (ET)**

Chattanooga State Community College  
Health Science Center, Room 1087  
4501 Amnicola Hwy  
Chattanooga, TN 37406

**Tuesday, October 20, 2026 • 9- a.m. - 11 a.m. (CT)**

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

**Please RSVP by sending an email to: [Madeline.King@cot.tn.gov](mailto:Madeline.King@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  
Office: 615.401.7891 • Fax: 615.741.1551 • Email: [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/)*