

## PUBLIC RECORDS REQUEST FORM

*The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.*

**To:**

(The governmental entity's name, and name and contact information for the public records request coordinator if available)

**From:**

(The requestor's name and contact information - include your address for any written response required by the Tennessee Public Records Act)

**Is the requestor a Tennessee citizen?**    Yes    No

**Request:** Do you wish to inspect the records, or get copies of the records? Choose one.

**Inspection** (The TPRA does not permit fees or require a written request for inspection only.) (Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.)

    Copy/Duplicate

*NOTE: If costs for copies are assessed, the requestor has a right to receive a cost estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ \_\_\_\_\_ ? If so, initial here: \_\_\_\_\_ (You are not required to waive your right to an estimate.)*

**Delivery preference:**    On-Site Pick-Up    USPS First-Class Mail    Electronic    Other:

**Records Requested:**

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking. (Use the second page if needed)

Requestor, Date Submitted

Public Records Request Coordinator, Date Received

