



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: [Insert Governmental Entity and Name and Contact Information for Records Custodian or Public Records Request Coordinator]

From: [Insert Requestor Name and Contact Information]

Tennessee Citizen? Yes No

Request: Inspection (TPRA does not permit fees, and does not require written request, for inspection only.)

Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Is there an amount at which or the right to an estimate is waived? \$ _____

Delivery preference: On-Site Pick-Up U.S.P.S. Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including (i) the type of record, (ii) time frame or dates for the records sought, and (iii) subject matter or key words related to the records. Under the TPRA, records 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 individual responding to the request to identify the specific records you are seeking.

Signature of Requestor and Date Submitted

Signature of Records Custodian and Date Received

Inspection/Duplication of Records Request
Tenn. Code Ann. § 10-7-503(a)(7)(A)