

PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants only 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: Public Records Request Coordinator
Guy Holliman, County Attorney
P.O. Box 280
Lafayette, TN 37083
615-666-2172

From: Name: _____
Address: _____
E-mail: _____
Phone Number: _____ **Mobile Number:** _____

Is the requestor a Tennessee citizen? ☐ Yes ☐ No (COPY OF PROOF OF TENNESSEE CITIZENSHIP MUST BE PRESENTED i.e. Drivers License)

Request:

☐ Copy/Duplicate (Copies are charged at the rate of .15 per copy. The labor costs for accessing, retrieving, searching and copying are billed at the rate of \$13.00 per hr.)

Delivery preference: ☐ USPS First-Class Mail

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.

[illegible]

Signature of Requestor and

Date Submitted