

METROPOLITAN PUBLIC DEFENDER'S OFFICE OF NASHVILLE AND DAVIDSON COUNTY

404 James Robertson Parkway, Ste. 2022, Nashville, TN 37219

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PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open 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

Requestor First Name:
Requestor Last Name:
Requestor Phone Number:
Email Address:
Mailing Address:

Request:

Inspection only. (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

If costs for copies are assessed, the requestor has a right to receive an 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: _____

Delivery preference:

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.

Signature & Date
Requestor

Signature & Date Requested
Public Records Request Coordinator