

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: City Administrator or his/her designee, City of Morristown, City Center, P.O. Box 1499, 100 West 1st North Street, Morristown, TN 37816-1499, phone 423-581-0100, email cityclerk@mymorristown.com

From: Name of Requestor _____

Requestor's Contact Information to include address, email address and contact phone number

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

Request: ☐ Inspection (The TPRA does not permit fees or require a written request for inspection only.¹)

☐ 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: ☐ 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.

Signature of Requestor & Date

I understand that by electronically signing this form constitutes a legal signature confirming that I acknowledge and warrant the truthfulness of the information provided in this document.

Signature of Public Records Request Coordinator & Date Received

¹Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records