

PUBLIC RECORDS REQUEST FORM J

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 Town of Rossville, Attn: Public Records Request Coordinator, 360 Morrison Road,
Rossville, TN 38066

FROM: Name _____

Address _____

City/State/Zip _____

Phone _____

EMAIL _____

REQUEST: (Circle One) Visual Inspection *Copy/Duplicate

*If costs for copies are assessed the requester has the 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: (Circle One) On-Site Pick-Up USPS First Class Mail Electronic

Other (Specify): _____

RECORDS REQUEST:

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 Requester and Date Submitted

Signature of Public Records Request Coordinator and Date Received

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

PUBLIC RECORD REQUEST RESPONSE FORM
Town of Rossville, 360 Morrison Rd., Rossville, TN 38066

DATE: _____

Requesters Name and Contact Information: _____

In response to your records request received on _____ (date), our office is taking the action(s) indicated below:

_____ The Public Record(s) responsive to your request will be made available for inspection:

Location: _____

Date & Time: _____

_____ Your request was denied on the following grounds:

_____ Your request was not sufficiently detailed to enable identification of the specific requested record(s).

You must provide additional information to identify the requested record(s).

_____ No such record(s) exists or this office does not maintain record(s) responsive to your request.

_____ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

_____ You are not a Tennessee citizen.

_____ You have not paid the estimated copying/production fees.

_____ The following state, federal or other applicable law(s) prohibits disclosure of the requested record:

_____ It is not practicable for the record(s) you requested to be made promptly available for inspection or copying because:

_____ It has not yet been determined that the record(s) responsive to your request exist; or

_____ The office is still in the process of retrieving, reviewing and/or redacting the requested record(s)

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____

If you have any additional questions regarding your record request, please contact the Public Records Coordinator at (901) 853.4681 or in writing to Town of Rossville, PO Box 27, Rossville, TN 38066

Sincerely,

Public Records Request Coordinator