



## MONTGOMERY COUNTY 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 nor does the public have access to documents and information exempted by state and federal law.*

**To:** \_\_\_\_\_,

**From:** \_\_\_\_\_, Requestor;

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Is the requestor a Tennessee citizen?  Yes  No

Request:  Inspection (There is no fee for inspection unless redaction is required.)

Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Likewise, costs will be estimated for delivery other than on site pickup.

### 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

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Signature of Public Records Request Coordinator & Date Received

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