

## 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:** Sumner County  
Jessica Hendrix  
355 North Belvedere Dr., Suite 303  
Gallatin, TN 37066  
(615) 451-6060  
PRR@sumnercountytn.gov

**From:** Requestor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**TN Citizenship:** Is the requestor a Tennessee citizen?     Yes     No  
If yes, please include proof of TN citizenship (e.g., Driver's License, Utility Bill)

**Request:**     Inspection (The TPRA does not permit fees or require a written request for inspection only<sup>1</sup>)  
                   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: \_\_\_\_\_

**Record(s) Requested:**

Please provide a detailed description of the record(s) requested. 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.

1. Type of record(s): \_\_\_\_\_
2. Timeframe or Dates: \_\_\_\_\_
3. Subject matter, contents, or key words related to record(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Requestor and Date Submitted**

\_\_\_\_\_  
**Signature of Public Records Request Coordinator/ Date Received**

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