

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
Attn: Jessica Kent
355 North Belvedere Dr., Suite 303
Gallatin, TN 37066
615-451-6060
PRR@sumnercountyttn.gov

From: Requestor Name: _____
Address: _____

E-Mail: _____
Phone Number: _____

Is the requestor a Tennessee citizen? Yes No

*If yes, please include proof of TN citizenship (e.g. Copy of Driver's License, Utility Bill)

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:

Please provide a detailed description of record(s) requested. Under 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 the record(s): _____
- _____

Signature of Requestor & Date Submitted

Signature of Public Records Request Coordinator & Date Received

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