

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



CHARLIE CARDWELL
TRUSTEE

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DUPLICATION OF RECORDS REQUEST
To be used when more than five (5) copies are requested

Requestor Instructions: To make a request for copies of public records fill in sections 1-4 and sign and date section 8. Requestors who are retrieving the requested records from the office in person should not sign and date section 10 until the records are received. Requestors who are having the records emailed or mailed to them are not required to sign and date section 10.

Custodian Instructions: For requests for copies, the records custodian is to fill in sections 5-7 and sign and date section 9 at the time the request is received. Section 11 should not be signed and dated until the records are retrieved by or delivered to the requestor.

Note: The Tennessee Public Records Act (Tenn. Code Ann. § 10-7-503 et seq.) provides any citizen of Tennessee the opportunity to inspect and receive a copy of all records not confidential or otherwise protected from disclosure by law. Unless the law specifically requires such, a request to inspect is not required to be in writing nor can a fee be assessed for inspection of records. However, a department may require a request for copies of public records to be in writing and a reasonable fee may be assessed.

1. Name of requestor: _____
(Print or Type and Initial)

2. Form of identification provided:
 Photo ID issued by governmental entity including requestor's address
 Other: _____

3. Requestor's address and contact information: _____

4. Record(s) requested to be copied:
a. Type of record: Tax Statements Tax Receipts Other
b. Detailed Description of the record(s) including relevant date(s) and subject matter (attach list if necessary):

5. Request submitted to: METROPOLITAN TRUSTEE
(Name of Governmental Entity, Office or Agency)
a. Employee receiving request: _____
(Print or Type and Initial)
b. Date and time request received: _____
c. Response: Same day Other _____

