

PUBLIC RECORDS REQUEST FORM
METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

*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: Public Records Request Coordinator

Requestor First Name:
Requestor Last Name:
Requestor Phone Number:
Email address:
Mailing address:

Is the requestor a Tennessee citizen? Yes No

Proof of Tennessee residency/citizenship is required. Requestor must supply a copy of Tennessee driver's license, Tennessee issued state ID, or proof of identification issued by the United States or a Tennessee county or municipality. In the event the requestor does not possess such identification, the person may submit a two (2) pieces of U.S. postal mail addressed to the Requestor at the same address from any official government entity (which need not be the same) within the past six (6) months.

Request:

Inspection only (The TPRA does not permit fees or require a written request for inspection only.)
Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

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: _____

Note: Requestor preference will be given consideration. Metro does not guarantee that delivery preference will be feasible in all circumstances.

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 and Date Submitted