

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: City of Red Bank – Tracey Perry **Public Records Request Coordinator**

From: _____
Name of Requestor

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

Request: ☐ Inspection (no fee for inspection only)
☐ Copy/Duplicate (\$0.15 per page for letter and legal size black and white copies)
(\$0.50 per page for letter and legal size color copies)

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:

Provide a detailed description of the record(s) requested, including: (1) type of record;
(2) time frame 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

Signature of Public Records Request Coordinator and Date Received

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