



DEPARTMENT OF  
INTELLECTUAL AND  
DEVELOPMENTAL DISABILITIES

PUBLIC RECORDS RESPONSE FORM

DATE:

FROM:

DIDD Public Records Request Coordinator Cara Kumari, Director of Communications,  
Department of Intellectual and Developmental Disabilities  
400 Deaderick Street, 10th Floor  
Nashville, TN 37243  
Phone: (615) 253-2236, Fax: (615) 532-9940, Email: [Cara.Kumari@tn.gov](mailto:Cara.Kumari@tn.gov)

TO:

Requestor's contact information, including an address for any TPRR required written response:

NAME:	
MAILING / DELIVERY INFORMATION:	
PHONE:	EMAIL:

In response to your records request received on the date listed to the right,  
our office is taking the action(s) indicated below:

DATE RECORDS REQUEST RECEIVED:

RESPONSE:

The public record(s) responsive to your request will be made available for inspection:

LOCATION:

AVAILABLE DATE & TIME:

Copies of public record(s) responsive to your request are:

Attached;

Are, or will be, available for pickup at the following location:

LOCATION:

AVAILABLE DATE & TIME:

Copies of public record(s) responsive to your request are being sent to you via

USPS FIRST CLASS MAIL

ELECTRONIC DELIVERY (via EMAIL)

OTHER

*Please see page 2 for additional information regarding your request*



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- Your request is denied on the following grounds:
- Your request was not sufficiently detailed to enable identification of the specific records requested. You need to provide additional information.
  - No such record(s) exists or this office does not maintain record(s) responsive to your request.
  - You are not a Tennessee citizen.
  - No proof or inadequate proof of Tennessee citizenship was furnished.
  - You have not paid the estimated fees.
  - The following state, federal or other applicable law prohibits disclosure of the requested records:

- It is not practicable for the records you requested to promptly be made available for inspection and/or copying, because:
- It has not yet been determined that records responsive to your request exist; or
  - The office is still in the process of retrieving, reviewing and/or redacting the requested records.

The time we estimate that is reasonably necessary to produce the record(s) and/or to make a determination of a proper response to your request is: \_\_\_\_\_ days.

- OTHER \_\_\_\_\_

If you have any additional questions regarding your request, please contact me.  
Sincerely,

CONTACT INFORMATION:

**FOR DIDD OFFICE USE ONLY**

SENT BY:	DATE & TIME SENT:
NOTES:	