



DEPARTMENT OF  
DISABILITY AND AGING

**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:** DDA Public Records Request Coordinator Cara Kumari, Assistant Commissioner of Communications and External Affairs,  
Department of Disability and Aging  
500 James Robertson Parkway, 2nd Floor  
Nashville, TN 37243  
Phone: (615) 253-2236, Fax: (615) 532-9940, Email: [Cara.Kumari@tn.gov](mailto:Cara.Kumari@tn.gov)

**FROM:** Requestor's contact information, including an address for any TPRA required written response:

NAME:	
RESIDENCE ADDRESS:	MAILING / DELIVERY INFORMATION:
PHONE:	EMAIL:

IS THE REQUESTOR A CITIZEN OF TENNESSEE?

- YES       NO

A valid Tennessee driver's license or other acceptable evidence showing the requestor's address may be required as a condition of inspection or receiving copies of

REQUEST TYPE:

- INSPECTION

The TPRA does not permit fees for inspection only, and a request for inspection only may also be made orally. You may not photograph documents inspected or use your own equipment for duplication.

- COPIES

No duplication costs will be charged for 10 or fewer pages of documents and labor charges for an hour or less will be waived for requests which are not aggregated with other requests. The requestor has the right to receive a good faith estimate of duplication costs, labor and postage or other delivery charges prior to receiving the documents requested. The requestor may waive the estimate. For more information about fees and charges, or aggregation of requests, please see DDA's Public Records Policy on its website.

- I wish to waive my right to an estimate and agree to pay charges in an amount not to exceed \$ \_\_\_\_\_

If you checked the box above, Initial here: \_\_\_\_\_

DELIVERY PREFERENCE:

- ON-SITE PICKUP       USPS FIRST CLASS MAIL       ELECTRONIC DELIVERY (via EMAIL)

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

*Please see page 2 for additional required information*



DEPARTMENT OF  
DISABILITY AND AGING

**PUBLIC RECORDS REQUEST FORM**

Please provide a detailed description of the record(s) requested, including (1) type of records; (2) timeframe or dates for the records requested; and (3) subject matter and nature of records requested. Under the TPRA, records requests must be sufficiently detailed to enable a governmental entity to identify the specific records subject to the request.

DESCRIPTION OF RECORDS REQUESTED FOR INSPECTION AND/OR DUPLICATION:

SIGNATURE OF REQUESTOR:

DATE:

**FOR DDA OFFICE USE ONLY**

RECEIVED BY:

DATE & TIME RECEIVED:

NOTES: