

## Open Records Request Form

The Tennessee Public Records Act (TPRA) grants Tennessee Citizens the right to request 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.

**Complete the form and submit it by mail or email to:**

**Mail:** Tennessee Department of Education Public Records Coordinator  
 Nat Larsen  
 Andrew Johnson Tower, 9<sup>th</sup> Floor  
 710 James Robertson Parkway  
 Nashville, TN 37243

**Email:**  
[TDOE.OpenRecords@tn.gov](mailto:TDOE.OpenRecords@tn.gov)

**Requestor Contact Information:**

<b>Name</b>	
<b>Address</b>	
<b>Email</b>	
<b>Phone Number</b>	

**Is the requestor a Tennessee resident?**  Yes  No

If yes, please provide a copy of the requestor's Tennessee driver's license along with this form.

**Request:**  Inspection (The TPRA does not permit fees or require a written request for inspection only).  
 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: \_\_\_\_\_

**Records Requested:**

Please 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.

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**Signature of Requestor:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Public Records Request Coordinator Signature:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_