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:  The Tennessee Department of Finance and Administration
     Lola Potter, Director of Communications
     312 Rosa L. Parks Avenue, N.,
     W.R.S. Tennessee Tower, 20th Floor
     Nashville, TN 37243
     Tel. (615) 532-8560 Email: finance@tn.gov

From:

________________________________________
Requestor’s Name

________________________________________
Requestor’s Address

Is the requestor a Tennessee citizen? □ Yes □ No

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:

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

Signature of public Records Request Coordinator and Date Received

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