

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: Tennessee Public Utility Commission, PRRC/Dockets & Records Manager

From:

Requestor's Name: _____

Requestor's Address: _____

City/State/Zip code : _____

Requestor's telephone# with area code: _____

Requestor's email address: _____

Are you a Tennessee citizen? Yes No

- Request:** Inspection (The TPRA does not permit fees or require a written request for inspection of records only.)
 Copy/Duplicate

If costs for copies are assessed, you have 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 \$50.00? If so, initial here: _____

Delivery preference: On-Site Pick-Up USPS First-Class Mail
 Electronic Mail 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 PRRC & Date Received