

PUBLIC RECORD REQUEST RESPONSE FORM

Tennessee Department of Safety & Homeland Security
312 Rosa L. Parks Avenue, 25th Floor, Nashville TN, 37243

Date

Requestor's Name

Address or

Other Contact Information

In response to your records request received on Date Request Received, our office is taking the action(s) indicated below:

- The public record(s) responsive to your request will be made available for inspection:
Location: Location including address of where records can be inspected
Date & Time: Date and Time
 An Appointment is required to review the request. Please call Number to schedule the appointment.
- Copies of public record(s) responsive to your request are:
 Attached;
 Available for pickup at the following location:
 Being delivered via: USPS First-Class Mail Electronically
 Other: Method of Delivery.
- Your request is denied on the following grounds:
 Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
 No such record(s) exists or this office does not maintain record(s) responsive to your request.
 No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
 You are not a Tennessee citizen.
 You have not paid the estimated copying/production fees.
 The following state, federal, or other applicable law prohibits disclosure of the requested records: Insert specific statutes or regulations that prohibit disclosure here.
- It is not practicable for the records you requested to be made promptly 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 reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: Estimated time of response.

If you have any additional questions regarding your record request, please contact Name of Custodian or



Records Request Coordinator.

Sincerely,

[Name of Records Custodian or Public Record Request Coordinator]
[Title, and Contact Information]