

Tennessee Corrections Institute – 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, create or recreate records that do not exist.

To: Tennessee Corrections Institute, Public Record Request Coordinator: 279 D Stewarts Ferry Pike, Percy Priest Cottage, Nashville, TN 37214 Sharon.Scott@tn.gov

From: Requestor's name: _____
Requestor's telephone number: _____
Requestor's e-mail address: _____
Requestor's mailing 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 costs in an amount not to exceed \$5.00? If so, initial here: _____.

Delivery preference: On-Site Pick-Up USPS First-Class Mail
 Electronic Other: _____

Please attach a copy of Government Issued Photo Identification of person requesting the information

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 Record Request Coordinator and Date Received

Note, *Tennessee Code Annotated 10-7-504(a)(20)(c)* permits charging for redaction of private records of a utility.

