Inspect/Duplication of Records Request

Requestor Instructions: To make a request for copies of public records, fill in sections 1-5, and sign and date section 9 at the time the request is made. Requestors who are retrieving the requested records from the office of the records custodian in person should not sign and date section 11 until the records are received. Requestors who are having the records emailed or mailed to him/her are not required to sign and date section 11 of the form.

Custodian Instructions: For requests to inspect, the records custodian is to fill in sections 1-6, 8, and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the requestor inspects the records. For requests for copies or duplicates, the records custodian is to fill in sections 6-8 and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the records are retrieved by or delivered to the requestor.

Note: Tenn. Code Ann. § 10-7-503(a)(7)(A) provides that unless another provision in law specifically requires a written request, a request to inspect public records may not be required to be in writing nor can a fee be assessed for inspection of records.

1. Name of Requestor: ____________________________ (Please print)
   Address: _______________________________________
2. Photo identification of TN citizenship: ________________________________ (i.e., driver’s license, government issued ID card, etc.)
3. Company or business represented, if applicable: ____________________________
4. Request for: □ inspection    □ copy    □ duplicate [previously inspected on __________ (date) or inspection waived]
5. Record(s) requested: ____________________________
6. Detailed description of the record(s), including relevant date(s) and subject matter: ____________________________
   Date and time request received: ____________________________ Response date: ____________________________
7. Costs (if assessed):
   a. Estimated number of pages to be copied: ________ b. Cost: $__________ c. Estimate of labor costs: $__________
      1) Labor at $__________/hour for _____ hour(s)  2) Labor at $__________/hour for _____ hour(s)
   d. Programming cost to extract information requested: $__________ e. Method of delivery and cost: $__________
   f. Estimate provided to requestor for total cost to produce request: $__________
8. Payment:
   a. Form of payment: □ Cash (must be exact)    □ Check    □ Other
   b. Amount of payment: $__________ c. Date of payment: ________ d. Actual cost (and adjustment if prepaid): $__________
9. Signature of requestor Date requested
10. Signature of records custodian Date of receipt of request
Delivery/Retrieval of Records:
11. Signature of requestor Date records retrieved
12. Signature of custodian Date records retrieved/delivered
   Or
   Date records inspected by requestor

4/2011