

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: Town of Pegram, 308 Hwy 70, P. O. Box 249 Pegram, TN 37143
Attn: City Recorder
Voice: 615-646-0773 / Fax: 615-646-6869

From: Requestor's Name and Contact Information:

(include an address or email address for any TPRA required written response)

Is the requestor a Tennessee citizen? No Yes

Request: Inspection (The TPRA does not permit fees or require a written request for inspection only¹.)

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
Electronic

USPS First-Class 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.

(Cont.)

Signature of Requestor and Date Submitted

Signature of PRRC and Date Received

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

**TOWN OF PEGRAM
PUBLIC RECORD REQUEST
RESPONSE FORM**

Date: _____

Requestor's Name and Contact Information:

In response to your records request received on _____, our office is taking the action(s)¹ indicated below:

- The public record(s) responsive to your request will be made available for inspection: Location: _____
Date & Time: _____
- Copies of public record(s) responsive to your request are:
 - Attached;
 - Available for pickup at the following location: _____; or
 - Being delivered via: Electronically USPS First-Class Mail Other: _____.
- 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:
_____.
- 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: _____.

Payment:

A. Form of Payment: _____ Cash _____ Check _____ Other

B. Amount of Payment: \$ _____

C. Date of Payment: _____

If you have any additional questions regarding your record request, please contact the City Recorder at 615-646-0773.

Sincerely,

¹ If all requested records do not have the same response, so indicate.