

SULLIVAN COUNTY PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access only 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: Sullivan County, Tennessee

[Insert Contact Information for the Public Records Request Coordinator]

From:

[Full name of Requestor]

Address of residence of Requestor to establish citizenship in State of Tennessee:

Address to which Requestor wishes required written response by Sullivan County to be mailed:

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 copying and duplication costs? If so, initial here: _____.

Note: Payment in advance will be required when costs are estimated to exceed Twenty-Five Dollars (\$25.00).

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

Electronic Other: _____

Records Requested:

Provide a detailed description of the Public Records requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter 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. *The TPRA does not require Records Custodians to compile information or create or recreate records that do not exist.*

Signature of Requestor

Date Submitted

Signature of Public Records Request Coordinator

Date Received