

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 custodian to complete information or create or recreate records that do not exist.

TO: CITY OF PIGEON FORGE

Public Records Request Coordinator

FROM: _____

Name

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 and agree to pay copying and duplication costs in an amount not to exceed \$ _____. If so, initial here: _____

Delivery preference:

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

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of

Record; (2) timeframe of dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, records 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

Date Submitted _____

Signature of Public Records Coordinator

Date Received _____