

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: Offices of the City Recorder and/or Human Resources, City of Dyersburg, Dyersburg City Hall, P.O. Box 1358, 425 West Court Street, Dyersburg, Tennessee 38025

Date

From:

Requestor's Name and Contact Information (include an address for any TPRA required written response)]

Is the requestor a Tennessee citizen? Yes No

If yes, then please provide the number on your driver's license, and/or other form of Tennessee ID used:

Requester email address: _____

- Request: Inspection (The TPRA does not permit fees or require a written request for inspection only.¹)
 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 USPS First-Class Mail
 Electronic Other: _____

¹ Note, Tenn. Code Ann. § 10-7-504(a) (20) (C) permits charging for redaction of private records of a utility.

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.

In response to your records request received on _____, our office is taking the action(s)² indicated below: Date Request Received

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:

USPS First-Class Mail

Electronically

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.

² If all requested records do not have the same response, so indicate.

- 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 decide of a proper response to your request is:

If you have any additional questions regarding your record request, please contact the Offices of the City Recorder, and/or Human Resources Director, or Public Records Request Coordinator Designees for the City of Dyersburg.

Sincerely,

City Recorder and/or Human Resources Director, or Public Records Request Coordinator
Designees for the City of Dyersburg

Signature of Requestor & Date/Time of Request

Submitted Signature of Public Records Request Coordinator & Date/Time Request Received

Signature of Requestor Date/Time Records Retrieved/Delivered

Signature of Public Records Request Coordinator Date/Time Records Retrieved/Delivered

Note: PUBLIC RECORDS REQUEST FORM REVISED NOVEMBER 2, 2018.