

## PUBLIC RECORDS REQUEST - FORM A

*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 compile information or create or recreate records that do not exist.*

**To:** City Recorder, Town of Coopertown, 5153 Burgess Gower Rd, Springfield, Tennessee 37172

**From:** \_\_\_\_\_  
Name City, State, Zip Code

**Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Is the requestor a Tennessee citizen? Yes ☐ No ☐ (Please include a copy of Valid TN DL)

**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 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 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.

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\_\_\_\_\_  
Signature of Requestor & Date

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Signature of Public Records Coordinator & Date

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