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 records that do not exist.

To: City of Dickson
c/o Recorder Kimberly Givens, PRRC
600 East Walnut Street
Dickson, TN 37055
Tel: (615) 441-9508 Fax: (615) 446-4806 email: records@cityofdickson.com

From: Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Is the requestor a Tennessee citizen? ☐ Yes ☐ No
If yes, include a copy of a valid Tennessee driver's license or other government-issued photo identification.

Request: ☐ Inspection

(The TPRA does not permit fees or require a written request for inspection only. An appointment may be required depending on the type and volume of records requested.)

☐ 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: _____

Record(s) Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the record(s) sought; and (3) subject matter or key words related to the record(s). Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your 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 and Date Submitted

By signing, requestor acknowledges he/she has read and understands the City of Dickson's Public Records Policy and will abide by all requirements, including all payments of costs, labor and postage in fulfilling this request.

_____

Signature of Public Records Request Coordinator and Date Received

Request assigned to Records Custodian and Date: _____