

PUBLIC RECORDS REQUEST RESPONSE FORM

Scott

The Tennessee Public Records Act (TRPA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TRPA does not require records custodians to compile information or create or recreate records that do not exist.

Scott County Government
2845 Baker Highway
P.O. Box 180
Huntsville, TN 37785
Sabrina Terry
Public Records Coordinator
(423) 663-2000
sabrina.terry@scottcounty.com

Date: _____

FROM: _____

Is the requestor a Tennessee citizen? ___ Yes ___ No

- Request:**
- Inspection (The TRPA 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 the amount not to exceed \$ _____? If so, initial here: _____.

Delivery preference:

<input type="checkbox"/> On-site Pick-up	<input type="checkbox"/> USPS First-Class Mail
<input type="checkbox"/> Electronic	<input type="checkbox"/> Other: _____

Record 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 TRPA, 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.

Signature of Requestor and Date Submitted

Signature of Public Records Request Coordinator/Date Rec.

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

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