



INSPECTION/DUPLICATION OF RECORDS REQUEST

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, create, or recreate records that do not exist. To make a request please complete the form in its entirety.

To: City of White House Police Dept., 303 N. Palmers Chapel Rd., White House, TN 37188

From: Requestor Information

Name of requestor:

(Print or Type; Initials of requestor are required for copy requests)

Address:

Telephone number:

Email address:

Is the requestor a Tennessee citizen? (Circle one) Yes No

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 and 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 person responding to the request to identify the specific records you are seeking. Additional pages may be used.

Signature of Requestor & Date

Submitted Signature of Public Records Request Coordinator & Date

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