

PUBLIC RECORDS REQUEST FORM
Tipton County Clerk

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: Tipton County Clerk's Office
Public Records Request Coordinator & Record Custodian
220 Hwy 51 N, Ste 2
Covington, TN 38019

From: Requestor's Name and Contact Information:

Request:

- Inspection (The TPRA does not permit fees or require a written request for inspection only.)
- Copy/Duplicate
- Use of Personal Copying Equipment (Upon approval by the records custodian)

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 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, any request for inspection or copying of a public record shall be sufficiently detailed to enable the governmental entity to identify the specific records for inspection and copying.

Signature of Requestor and Date Submitted

Signature of Public Records Request Coordinator and Date Received

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