



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 or recreate records that do not exist. For additional information regarding Clarksville-Montgomery County School System’s policy and procedure go to www.cmcSS.net or contact the Public Records Request Coordinator.

To: Clarksville-Montgomery County School System
Public Records Request Coordinator (PRRC)
621 Gracey Avenue
Clarksville, TN 37040
questions@cmcSS.net

From: Requestor’s Name, address, and telephone number (Include email address if seeking electronic delivery): _____

Is the requestor a Tennessee citizen? Yes No

Form of identification provided:

- Photo ID issued by governmental entity including requestor’s address
- Other: _____ (voter registration card; copy of utility bill within Requestor’s name and address within 30 days of request date)

Request: Inspection Copy/Duplicate

Delivery preference: On-Site Pick-Up USPS First-Class Mail
 Electronic(if available) 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.

Signature of Requestor and Date Submitted

Signature of PRRC and Date Received

Date forwarded to Records Custodian by PRRC

Date & method of acknowledgement to Requestor by PRRC