



PUBLIC RECORDS REQUEST RESPONSE FORM

Date: _____

[Requestor name and contact information]

In response to your records request received on _____, our office is taking the action(s) indicated below:

The public record(s) responsive to your request will be made available for inspection:

Location: _____

Date & Time: _____

Copies of public record(s) responsive to your request are:

Attached;

Available for pickup at the following location:

_____ ; or

Being delivered via USPS First Class Mail Electronically Other _____

Your request is denied based upon the following ground(s):

You are not a Tennessee citizen.

No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).

No such record(s) exists.

This office does not maintain record(s) responsive to your request.

You have not paid the estimated copying/production fees.

The following state, federal, or other applicable law prohibits disclosure of the requested records: _____.

It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

It has not yet been determined that records responsive to your request exist; or

The office is still in the process of retrieving, reviewing, and/or redacting the requested records.



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The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any questions regarding your record request, please contact:

_____.

Sincerely,

[Records Custodian or PRRC]

[Name, title and contact information]