

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.

To: Carter County, Tennessee Public Records Request Coordinator: Marcia Fletcher, Carter County Finance Department, 801 E. Elk Avenue, Elizabethton, TN 37643.

From: _____
Name / Address / Phone

Is the requestor a Tennessee citizen? yes no

Is the requestor an elected official? yes no (There is no charge for current elected officials)

- Request:**
- Inspection (The TPRA does not permit fees or require a written request for inspection only)
 - Electronic Receipt (The TPRA permits a charge for labor to provide records)
 - Physical copies / duplicate (The TPRA permits a charge for labor and copying costs to provide records)

Estimated Cost:

Labor: After the first hour, the labor charge will be set at the lowest cost in the department of the employee completing the request to research, compile and copy or scan the request.

Copies: If costs for copies are assessed the requestor has a right to receive an estimate. The copy cost is \$.15 copy for black and white copies. Color copies are not available. There is no charge for electronic copies.

Do you wish to waive your right to an estimate and agree to pay labor, copying and duplication costs in an amount not to exceed \$_____? If so, initial here: _____.

Payment is due by check payable to Carter County or cash at time of receipt. By signing this form, you agree to pay the actual cost for the records, not to exceed the total estimated cost. The total estimated cost for this request is:

Item:	Quantity	Cost	Total
First hour:	1	\$0.00	\$0.00
Subsequent time:			
Copy Charge:		\$.15	
Total:			

- 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 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 and Date Received