

TOWN OF MOUNTAIN CITY
PHONE (423) 727-8005 / FAX (423) 727-2925
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.

All Public Records requests must be directed to:

City Recorder
Town of Mountain City
210 S. Church Street
Mountain City, TN 37683

Name of Requestor: _____

Address of Requestor: _____

Email of Requestor: _____

Is the requestor a Tennessee Citizen? ☐ YES ☐ NO If yes, submit a copy of TN photo ID.

Request: ☐ Inspection only (The TPRA does not permit fees or require a written request for inspection only).

☐ Copy / Duplicate Delivery Preference:

☐ On-site Pickup in print

☐ Electronic by email address (below 20 MBs)

☐ Electronic Pickup on USB Drive due to record size (above 20 MBs)

☐ USPS First Class Mail

If costs for copies, materials or staff time 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, material or staff time in an amount not to exceed: \$ _____. If so, initial here: _____.

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 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 / Date

Public Records Custodian Signature / Date Received