

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, create, or recreate records that do not exist.

To: Traci Shannon, Public Records Request Coordinator
City of Paris
P.O. Box 970
100 N. Caldwell Street
Paris, TN 38242

From: [Insert Requestor's Name and Contact Information include an address for any TPRA required written response]

Is the requestor a Tennessee citizen? Yes No

Request: Inspection
 Copy/Duplicate

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
 Electronic at _____
 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; (3) subject matter or key words related to the records; and (4) if applicable, the relevant division, office, or board. 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