

PUBLIC RECORDS REQUEST FORM A

*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: (check one)

- _____ City Recorder/Treasurer, Ripley City Hall, 110 S. Washington St., Ripley, Tennessee 38063,
hand delivered, or by fax to 731-635-2692, or by email to dbuckner@cityofripleytn.com
- _____ TIBRS/Records Clerk, Ripley Police Department, 110 S. Washington St., Ripley, TN 38063,
hand delivered, or by fax to 731-635-8047, or by email to ggriffin@cityofripleytn.com
- _____ Fire Chief, Ripley Fire Department, 225 S. Washington St., Ripley, TN 38063, hand
delivered, or by fax to 731-635-2692, or by email to tworlds@cityofripleytn.com
- _____ City Court Clerk, Ripley City Court, 110 S. Washington Street, Ripley, Tennessee 38063,
hand delivered, or by fax to 635-8047, or by email to ripleycitycourt@cityofripleytn.com

From: 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 (The TPRA does not permit fees or require a written request for inspection only.¹)
- ☐ 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 ☐ 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 & Date

Submitted Signature of Public Records Request Coordinator & Date Received

¹ Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.