

## 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:** Morgan County Emergency Communications District  
Matthew Brown or Denise Seiber  
PO Box 69  
274 Ralph Hamby Ln.  
Wartburg, TN 37887  
Phone: (423) 346-0911  
Fax: Matthew – (423)-346-7445 or Denise – (423)-346-7444  
Email: Matthew - morganco911@highland.net or Denise - addressingmc911@highland.net

**From:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**Is the requestor a Tennessee citizen?**  Yes  No (Valid Tennessee Driver's License Required)

**Policy:** I have been provided with or given the chance to review the Public Records Policy of the Morgan County Emergency Communications District. I understand if I have any questions about the policy, I have the right to ask for clarification from the PRRC or from a member of OORC. If so, initial here: \_\_\_\_.

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

No charges will be assessed for copies unless time for production exceeds one hour. One printed or recorded copy will be provided at no cost. Duplication of the records will be the requestors responsibility. Do you wish to waive your right to an estimate and agree to pay copying and costs in an amount not to exceed \$40.00? 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.

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



**PUBLIC RECORD REQUEST RESPONSE FORM**  
**MORGAN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**

Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Address: \_\_\_\_\_

Requestor Phone: \_\_\_\_\_

In response to your records request received on \_\_\_\_\_, our office is taking the action(s)<sup>1</sup> 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 on the following grounds:
  - 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 or this office does not maintain record(s) responsive to your request.
  - No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
  - You are not a Tennessee citizen.
  - 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.

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 additional questions regarding your record request, please contact Matthew Brown, Director or Denise Seiber, Office Manager.

Sincerely,

<sup>1</sup> If all requested records do not have the same response, so indicate.