

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
Kenneth Morgan or Denise Seiber
PO Box 69
274 Ralph Hamby Ln.
Wartburg, TN 37887
Phone: (423) 346-0911
Fax: (423)-346-7444
Email: kenneth.morgan@morgantn911.org or denise.seiber@morgantn911.org

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
 Electronic

USPS First-Class Mail
 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.

Form Continues on Back Page

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

