



INSPECTION/DUPLICATION OF RECORDS REQUEST

Requestor Instructions: To make a request for copies of public records fill in sections 1-5, and sign and date section 9 at the time the request is made. Requestors who are retrieving the requested records from the office of the records custodian in person should not sign and date section 11 until the records are received. Requestors who are having the records emailed or mailed to him/her are not required to sign and date section 11 of the form.

Custodian Instructions: For requests to inspect, the records custodian is to fill in sections 1-6,8, and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the requestor inspects the records. For requests for copies or duplicates, the records custodian is to fill in sections 6-8 and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the records are retrieved by or delivered to the requestor. Note: Tenn. Code Ann. § 10-7-503(a)(7)(A) provides that unless another provision in law specifically requires a written request, a request to inspect public records may not be required to be in writing nor can a fee be assessed for inspection of records.

1. Name of requestor: _____
(Print or Type; Initials of requestor are required for copy requests)

2. Form of identification provided:
 Photo ID issued by governmental entity including requestor's address
 Other: _____

3. Requestor's address and contact information:

Phone: _____

4. Request for: inspection/access copy/duplicate
 [previously inspected on _____ (date) Or inspection waived]

5. Record(s) requested:
 a. Type of record: Minutes Annual Report Annual Financial Statements
 Budget Employee file Other

b. Detailed Description of the record(s) including relevant date(s), property address, and subject matter:

6. Request submitted to:

- a. Employee receiving request: _____
 Department/Division: _____
 b. Date and time request received: _____
 c. Response: Same day Other _____

7. Costs (if assessed):

- a. Number of pages to be copied: _____ Estimated
- b. Cost (*Any copying cost that is less than \$1.00 shall be waived*)
 (1) Letter or Legal sized: per page
 black and white: \$0.15 per page x _____ pages = \$ _____
 color: \$0.50 per page x _____ pages = \$ _____
 (2) 11 x 17:
 black and white: \$0.35 per page x _____ pages = \$ _____
 color: \$2.50 per page x _____ pages = \$ _____
 (3) Color printing/plotting (including zoning and planning maps, engineer plans, etc.)
 \$2.00 per square foot = \$ _____
 (4) CD / DVD = \$1.00
- c. Estimate of labor costs to produce the copy (for time exceeding 1 hour): _____
 Labor at \$ _____ /hour for _____ hour(s).
 Labor at \$ _____ /hour for _____ hour(s).
- d. Programming cost to extract information requested: _____
- e. Method of delivery and cost: _____ Estimated
 On-site pick-up U.S. Postal Service other: _____
- f. Estimate of total cost to produce request: _____
- g. Estimate provided to requestor: in person by U.S.P.S. by phone Other: _____

8. Payment:

- a. Form of payment: Cash Check Other _____
- b. Amount of payment: _____
- c. Date of payment: _____
- d. Actual cost (and adjustment if prepaid): _____

9. Date of: access to records _____ and/or delivery of copies: __________
Signature of Records Custodian_____
Date_____
Signature of Requestor_____
Date

RECORDS CUSTODIAN: When the records request transaction has been fulfilled, please forward a copy of this form to the Assistant City Recorder (Records) for official filing.