

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 nor does the public have access to documents and information exempted by state and federal law.

To: Blount County Circuit Court Records Management Clerk, PRRC,
926 East Lamar Alexander Parkway, Maryville, TN 37804.

From: _____, Requestor Email _____

Address

Date

Is the requestor a Tennessee citizen? Yes No

Request: Inspection (There is no fee for inspection unless redaction is required.)

Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Likewise costs will be estimated for delivery other than on site pickup

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

Signature of Blount County Circuit Court Records Management Clerk, PRRC & Date Received

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