

**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: City Clerk, City of Kingsport, Tennessee, 415 Broad Street, Kingsport, Tennessee 37660  
Phone: (423) 229-9384; Fax: (423) 224-2566; Email: AngieMarshall@KingsportTN.gov**

**From:** \_\_\_\_\_  
\_\_\_\_\_

**Requestor's Contact Information, including name, phone number, and both physical and email addresses.**

**Is the requestor a Tennessee citizen?** \_\_\_\_ Yes \_\_\_\_ No

- Request Inspection Only** - The TPRA does not permit fees or require a written request for inspection only.<sup>1</sup>
- 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

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