

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: **Roane State Community College**
Sarah Self
276 Patton Lane
Harriman, TN 37748
selfs1@roanestate.edu
Office: (865) 882-4559

From: Requestor's Name: _____

Requestor's Contact Info: _____

Is the requestor a Tennessee citizen? ___ Yes ___ No

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

Address for any TPRA required written response: _____

Records Requested: • 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: _____.

_____ Copy / Duplicate

➤ Provide a typed 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.

Requestor's Signature & Date

Request Coordinator's Signature & Date Received