

**CITY OF MURFREESBORO
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.

From: _____
[Requestor's Name and Contact Information (include an address for any TPRA required written response)]

Is the requestor a Tennessee citizen? Yes No

Request: Inspection
 Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. If you wish to waive your right to an estimate and agree to pay copying and duplication costs initial here: _____ and indicate an amount for which your waiver will exceed \$ _____.

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 and Date Submitted

Signature of Public Records Request Coordinator and Date Received

ⁱ Note, Tenn. Code Ann. § 10-7-504(a)(2)(C) permits charging for redaction of private records of a utility.

Please submit form to: Public Records Request Coordinator, City of Murfreesboro, 111 West Vine Street, Murfreesboro, TN 37130 OR **PublicRecords@murfreesborotn.gov** (or other designated email address)