

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: Kingston City Hall, 900 Waterford Place, Kingston, TN 37763 Phone - (865) 376-6584
Facsimile - (865) 376-1425. Attn: City Manager

From: _____

Is the Requestor a Tennessee citizen? Yes ___ No ___

Request: _____ Inspection _____ Copy/Duplicate _____

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) time frame 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 City Manager