



**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: Human Resources Director, Cookeville City Hall, 45 E. Broad Street, Cookeville, Tennessee 38501  
or csells@cookeville-tn.gov

From: \_\_\_\_\_  
Requestor's Name Phone Street Address, City, Zip Code

Is the requestor a Tennessee citizen? Yes No

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

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) pennits charging for redaction of private records of a utility.



45 E. Broad Street, Cookeville, Tennessee 38501
PUBLIC RECORD REQUEST RESPONSE FORM B

Date

Requestor's Name

Phone

Street Address, City, Zip Code

In response to your records request received on our office is taking the action(s) indicated below:

Date/Time Request Received

The public record(s) responsive to your request will be made available for inspection:

Location:

Date & Time:

Copies of public record(s) responsive to your request are:

Attached

Available for pickup at the following location:

Being delivered via:

USPS First-Class Mail

Electronically

Other:

Your request is denied on the following grounds:

Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).

No such record(s) exists or this office does not maintain record(s) responsive to your request.

No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

You are not a Tennessee citizen.

You have not paid the estimated copying/production fees.

The following state, federal, or other applicable law prohibits disclosure of the requested records:

It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

It has not yet been determined that records responsive to your request exist; or

The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is:

If you have any additional questions regarding your record request, please contact the Human Resources Director at (931) 520-5256 or csells@cookeville-tn.gov

Sincerely,

Records Custodian

1 If all requested records do not have the same response, so indicate.