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: Lanaii Benne, Assistant City Recorder - Records, City of Franklin, 109 Third Ave. S., Suite 103, Franklin, TN, 37064

From: ____________________________________________
Name
______________________________________________
Address
______________________________________________
City, State, Zip Code
______________________________________________
Contact Phone number / email

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 □ Electronic □ USPS First-Class Mail □ 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
PUBLIC RECORD REQUEST RESPONSE FORM B
City of Franklin
109 Third Ave. S., Suite 103, Franklin, TN 37064

___________________________________________________________________________
Requestor’s Name and Contact Information  Date

In response to your records request received on __________________________, our office is taking the
action(s) indicated below: Date 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:
     ________________________________________________________________; or
   ☐ 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 Lanaii Benne,
Assistant City Recorder - Records.

Sincerely,
Lanaii Y. Benne, MMC, Assistant City Recorder - Records, City of Franklin, 109 Third Ave S., Suite 103,
Franklin, Tennessee 37069.  lanaiib@franklintn.gov