



CITY OF TULLAHOMA

INSPECTION / DUPLICATION OF RECORDS REQUEST

All open records request must be handled through the City Recorder's office.

Requestor Instructions: To make a request for copies of public records please fill in sections 1-4. Do not sign and date the signature line until the records are received.

Custodian Instructions: For requests to inspect, the records custodian is to verify sections 1-4 are filled out, fill in sections 5. Do not sign and date the signature line until the records are delivered to the requestor.

Note: Section 1 of Public Chapter 1179, Acts of 2008, amends Tenn. Code Ann. §10-7-503(a) adding (7)(A) to provide that unless the law specifically requires such, a request to inspect is not required to be in writing nor can a fee be assessed for inspection of records.

1. Name of requestor: _____ Phone #: _____

2. Form of Identification Provided:
 Photo ID issued by Governmental entity including requestor's address
 Other: _____

3. Requestor's address and contact information: _____

Email: _____

4. Record(s) requested to be inspected/copied:

a. Type of record:

- Police Department:**
 - Accident
 - Offense
 - Citation
 - Other _____
- Warning
- Incident

- Recreation Department**
 - Other _____

- Building Codes Division**
 - Permits _____
 - Property Codes _____

- Human Resource Department:**
 - Employee File
 - Other _____

- Finance Department:**
 - Budget
 - Annual Audit
 - Other _____

- Fire Department:**
 - Call out report
 - Other _____

- Public Works Department**
 - Other _____

- Community Development/Planning & Zoning:**
 - Zoning _____
 - Other _____

- Administration:**
 - Other _____

- City Recorder:**
 - Minutes
 - Other _____

b. Detailed description of the above record(s) including relevant date(s) and subject matter:

Date & Time of Event: _____
Subject Matter: _____
Intersection or Street: _____
Parties involved: _____
Case Number: _____

Name of Reporting Officer: _____
Other: _____

5. Request Submitted to which department: _____
(Name of Governmental Entity, Office, Agency)

a. Employee's Name receiving request: _____
(Print or Type)

b. Date and Time request received: _____

6. Costs
Black & White Copy \$0.15 per page Color Copy \$0.50 per page

In addition to copy costs, the schedule of fees allows municipalities now to charge for certain labor costs associated with fulfilling records requests. Labor as defined by the schedule is the "time reasonably necessary to produce the requested records and includes the time spent locating, retrieving, reviewing, redacting and reproducing the records." When assessing labor costs, a municipality can charge the hourly rate of the employee completing the request. The hourly rate is based on the base salary of the employee and does not include benefits.

7. Response:
 Same Day Other _____

Number of pages copies _____ @ _____ per page = \$ _____ (cost)
Code for Computer _____

8. Date of Delivery to Requestor _____

Signature of Records Custodian

Date and Time

Signature of Requestor

Date and Time

OFFICE NOTES: (Time spent researching, copying, calling etc. with Employee's initials)

