

**INSPECTION/DUPLICATION OF RECORDS REQUEST**

**Requestor Instructions:**

1. To make a request for copies of public records, fill in Sections 1-5, signing and dating Section 8 at the time the request is made. Section 9 is to be signed by the Institution.
2. To request to inspect public records, fill in Sections 1-5, as well as signing and dating Section 8 at the time the request is made. Section 9 is to be signed by the Institution.

Note: Tenn. Code Ann.§ 10-7-503(a)(7)(A) provides that no fee can be assessed for inspection of records.

1. For both Sections A and B above, Sections 10 and 11 of this form should not be signed and dated by the Requestor and Institution until the records have been provided/inspected/copied by the Requestor.
2. Name of Requestor:

 (Print)

1. Form of identification provided:

☐ Photo ID issued by governmental entity including requestor’s address

☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Requestor’s address:

Requestor’s Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Request for: ☐inspection/access ☐copy/duplicate

*If applicable*, previously inspected/copied on (date)

1. Records requested:
2. ☐Request for proposal file ☐Contract file ☐Requisition/Purchase Order file

☐Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Detailed Description of the record(s) including relevant date(s) and subject matter:

1. Costs (if assessed):
2. Number of pages to be copied: ☐ Estimated
3. Cost
4. Per page (letter or legal size):

 ☐$\_\_\_\_\_\_\_(justification required if more than $0.15) per black and white

 ☐$\_\_\_\_\_\_\_(justification required if more than $0.50) per color;

1. Per page other sized or other medium ;

 ☐$\_\_\_\_\_\_\_\_(justification required)

1. Estimate of labor costs to produce the copy (for time exceeding 1 hour): $25.00

☐Labor at $ /hour for hour(s).

☐Labor at $ /hour for hour(s).

☐Labor at $ /hour for hour(s).

1. Programming cost to extract information requested:
2. Method of delivery and cost: ☐Estimated ☐On-site pick-up

 ☐U.S. Postal Service ☐Other:

1. Estimate of total cost to produce request:
2. Estimate provided to requestor: ☐in person ☐by U.S.P.S ☐by phone ☐Other:
3. Payment:
	1. Form of payment: ☐Cash ☐Check ☐Other
	2. Amount of payment:
	3. Date of payment:
	4. Actual cost (and adjustment if prepaid):

 Signature of Requestor Date Records Requested

 Signature of Institution Date of Receipt of Request

Delivery/Retrieval of Records

 Signature of Requestor Date Records Retrieved/Inspected

Signature of Institution Date Records Retrieved/Delivered