

**PUBLIC RECORDS REQUEST FORM
WASHINGTON COUNTY, TENNESSEE**

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 complete information or create or recreate records that do not exist.

To: Washington County
County Attorney's Office
P.O. Box 555
Jonesborough, TN 37659

From: _____

Email/Phone _____

Is the requestor a Tennessee citizen? Yes No

Request: Inspection (The TRPA does not permit fees or require a written request for inspection only¹.)
 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: _____
(E-mail)

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 request must provide sufficient detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Return Request with Proof of Tennessee Citizenship to:

Washington County Attorney's Office/ Public Records Request Coordinator
PO Box 555
Jonesborough TN., 37659
(423)753-4864
tmatthews@washingtoncountyttn.org

Signature of Requestor and Date Submitted

Signature of Request Coordinator and Date Received

¹ Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.