

## PUBLIC RECORDS REQUEST FORM

*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:**            **Tennessee Duck River Development Agency**

**210 East Depot Street**

**Shelbyville, TN 37160**

Linda Periut, Public Records Request Coordinator

[linda@duckriveragency.org](mailto:linda@duckriveragency.org)

931-684-7820

**From:**        [Requestor's Name and Contact Information (include an address for any TPRA required written response)]

**The Agency is not required to provide access to non-citizens of Tennessee. Please provide evidence of Tennessee Citizenship.**

**Request:**     Inspection (You will not be charged a fee for inspection, unless extensive redaction of private information is required)

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: \_\_\_\_\_. You may also be charged for postage or other delivery costs. The Agency is not required to deliver copies until costs have been paid.

**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.

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Signature of Requestor and Date Submitted

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Signature of Public Records Request Coordinator and Date Received