

INSTRUCTIONS

Inspection/Duplication of Records Request

**For help, call 615.401.7891, toll free 1.866.831.3750 or
e-mail open.records@cot.tn.gov**

For use by citizens

Citizens wanting to make a request for copies of public records can print out this form, complete sections 1 through 5, sign and date section 9 and give the request to the appropriate records custodian. You may be required to produce a government issued photo identification card with your address on it prior to inspection or receipt of copies. Note, the Tennessee Public Records Act does not authorize custodians to require requests for inspection of public records to be in writing or to assess a charge for inspection; however, other provisions of law may permit or require such written request or charge. The Act does permit a records custodian to require requests for copies of records to be in writing (or to be made on this form) and to require payment of costs for copies. You are entitled to receive an estimate of reasonable costs to produce copies. If the records are retrieved from the records custodian in person, you should sign and date section 11 of the form at the time the records are retrieved.

For use by records custodians

Records custodians are encouraged to customize this form to conform to their specific office. This is intended to be a two sided form.

1. Section 2: Determine whether this Section needs to be rewritten or eliminated based on your office policy regarding identification. Tenn. Code Ann. § 10-7-503(a)(7)(A) permits a custodian to require presentation of a photo identification:

Such custodian may also require any citizen making a request to view a public record or to make a copy of a public record to present a photo identification, if the person possesses a photo identification, issued by a governmental entity, which includes the person's address. If a person does not possess a photo identification, the records custodian may require other forms of identification acceptable to the records custodian.

2. Section 5:
 - (b): Adjust this list of records to reflect those records within your control or jurisdiction.
 - (c): The Act now requires requests for inspection or copying of public records to “be sufficiently detailed to enable the records custodian to identify the specific records to be located or copied.”

3. Section 6: If the form is printed on letterhead or with other office identification, then the “name” blank can be eliminated or used to identify a division or office within the agency.
4. Section 7: Costs:
 - (b): Cost per page: if you have chosen to charge more than the \$0.15/\$0.50 safe harbor fees from the Schedule of Reasonable Charges, then these figures must reflect your actual cost in producing the copy, such as copier expenses including supplies. This figure may be agency wide and based on prior year experience.
 - (c): Determine whether your office policy permits charging for labor in accordance with [the Schedule of Reasonable Charges](#). The Schedule permits the recovery of labor costs based on the “hourly wage of employee(s) reasonably necessary to produce the requested information” for the time spent in excess of one (1) hour. In determining the hourly rate, do not include benefits or other compensation. Be certain to document staff time spent on each request.
 - (d): If it is necessary to have a software program written to extract the information requested, you may charge for this expense.
5. Section 8: Complete Section 8 relative to the amount of payment and form of payment made for copies.
6. Section 9: Have the requestor sign and date section 9 if the request is for copies. You should sign and date section 10. Once either inspection of the records occurs or the copies are delivered or retrieved by the requestor, you need to sign and date section 12. If the requestor retrieves the records from your office in person, have him/her sign and date section 11. If the records are mailed or emailed to the requestor, he/she is not required to sign and date section 11.