PUBLIC RECORD REQUEST RESPONSE FORM
[Insert Governmental Entity Name and Address]

[Date]

[Requestor's Name and Contact Information]:

In response to your records request received on [Date Request Received], our office is taking the action(s)[1] indicated below:

☐ The public record(s) responsive to your request will be made available for inspection:
  Location: _____
  Date & Time: _____

☐ Copies of public record(s) responsive to your request are:
  ☐ Attached;
  ☐ Available for pickup at the following location:
  _____; or
  ☐ Being delivered via: ☐ USPS First-Class Mail ☐ Electronically ☐ Other: _____.

☐ Your request is denied on the following grounds:
  ☐ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
  ☐ No such record(s) exists or this office does not maintain record(s) responsive to your request.
  ☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
  ☐ You are not a Tennessee citizen.
  ☐ You have not paid the estimated copying/production fees.
  ☐ The following state, federal, or other applicable law prohibits disclosure of the requested records:
  _____.

☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
  ☐ It has not yet been determined that records responsive to your request exist; or
  ☐ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

  The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact [Records Custodian or Public Records Request Coordinator].

Sincerely,

[Records Custodian or Public Record Request Coordinator]
[Name, Title, and Contact Information]

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[1] If all requested records do not have the same response, so indicate.