

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. The TPRA does not require the release of records pertaining to an open/ongoing investigation or prosecution. **THE SHERIFF'S OFFICE DOES NOT HAVE MEMPHIS POLICE DEPARTMENT RECORDS**

To: Shelby County Sheriff's Office TPRA Coordinator
(901) 222-5656 FAX (901) 222-5657

From: _____
Name of Requesting Party (Print)

Street Name and Number

City, State, and Zip code

Telephone Number Fax Number

E-mail address

Is the requestor a Tennessee citizen? Yes No **If NO, we cannot comply with the request.**
Photo ID with requestor's Tennessee address will be required.

Request: Inspection 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: _____

I understand that a representative of the Shelby County Sheriff's Office will be present during any review of the requested records.

There is no charge for an inspection of records but some records may require redaction and will not be immediately available. I understand if I request copies of records that there is a 15¢ per page charge for black and white photocopies, a 50¢ per page charge for color copies. There may be a \$15.00 retrieval fee, an \$18 an hour research fee, and \$15.00 per disc, flash flash-drive or other similar device used to convey the record, and there may be additional charges for mailing fees.

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. If you have a report, please attach it.

Signature of Requestor

Signature of Public Records Request Coordinator/Designee

Date Requested _____

Date Received _____