

## 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:** Rutherford County  
303 N. Church Street, Ste 200, Murfreesboro, TN 37130  
*[Insert Governmental Entity Name and Name and Contact Information for the Public Records Request Coordinator]*

**From:** Kent Hoover  
1199 Street Rd, Kingston Springs, TN 37082  
*[Insert Requestor's Name and Contact Information (include an address for any TPRA required written response)]*

**Is the requestor a Tennessee citizen?**  Yes  No

**Request:**  Inspection (The TPRA does not permit fees or require a written request for inspection only<sup>i</sup>.)  
 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 \$ 25? If so, initial here: KH.

**Delivery preference:**  On-Site Pick-Up  USPS First-Class Mail  
 Electronic  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.

To Whom It May Concern:

Pursuant to the Tennessee Public Records Act, I hereby request the following records:

Any email sent or received by any employee or representative of your agency between May 1, 2019 and the date on which this request is processed which includes any mention of "American Renaissance".

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 7 business days, as the statute requires.

Please note that I am a citizen of Tennessee, and am using MuckRock's services to help manage and track my request.

KH  
\_\_\_\_\_  
Signature of Requestor

7/17/19  
\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Public Records Request Coordinator and Date Received

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

**Print Form**

**Reset Form**