



CITY OF
COOKEVILLE
T E N N E S S E E

PUBLIC RECORDS REQUEST FORM A

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: Human Resources, Cookeville City Hall, 45 E. Broad Street, Cookeville, Tennessee 38501

From: **Kent Hoover**

617-299-1832

MuckRock News

DEPT MR 174472

Requestor's Name

Phone

Street Address, City, Zip Code

263 Huntington Ave

Please communicate via email only.

Boston, MA 02115

Is the requestor a Tennessee citizen? ☐ Yes ☒ No

Request: ☐ **No was marked on the form initially sent via email. Kent is a TN Citizen.**
inspection (The TPRA does not permit fees or require a written request for inspection only.¹)

☒ 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: _____

Email to: 174472-03678630@requests.muckrock.com

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.

See Attached for request details. 1) employment records

2) date of hire - present

3) see attached

Originally submitted 10/15/24.

As requested by city attorney, resubmitted 12/13/2024

Signature of Requestor & Date

Submitted Signature of Public Records Request Coordinator

Date Received

¹ Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

Please process these subrequests in the order listed, from 1 to 28. Kindly start with subrequest number 1. If a fee is required for a particular subrequest, please proceed to the next subrequest. Once you reach subrequest 28, if a fee is necessary, please provide me with an estimate at that time. Please do not provide fee estimates for subrequests 1 through 27.

Please replace {PRRC} below with the name of the city public records request coordinator (PRRC). I interpret "the employee who initially processes this request" to be the PRRC. Under TN Code § 10-7-503(a)(1)(B), "...[public] records request coordinator" means any individual within a governmental entity whose role it is to ensure that public records requests are routed to the appropriate records custodian and that requests are fulfilled in accordance with § 10-7-503(a)(2)(B);" I will note that I am looking for the individual actively serving as the PRRC, not someone that formerly served as the PRRC.

In the event that the city cannot define who is the/a PRRC, you may substitute {PRRC} with the name of the records custodian(s) for these requested records. TN Code § 10-7-503(a)(1)(C) defines records custodian as, "any office, official, or employee of any governmental entity lawfully responsible for the direct custody and care of a public record."

1. Performance reviews, disciplinary records, original employment application, resumes, email communication directly involving the hiring of {PRRC}, the most recent email (as stated in the original request), work schedule (as stated in the original request), a document listing duty station, a document listing current supervisors, a document listing former supervisors, a document listing former employers and contacts, a document listing current direct reports, a document listing contact information (email, phone number, fax number, cubicle / office assignment, mailing address, etc.)
2. Performance reviews, disciplinary records, original employment application, resumes, email communication directly involving the hiring of {PRRC}, the most recent email (as stated in the original request), work schedule (as stated in the original request), a document listing duty station, a document listing current supervisors, a document listing former supervisors, a document listing former employers and contacts, a document listing current direct reports
3. Performance reviews, disciplinary records, original employment application, resumes, email communication directly involving the hiring of {PRRC}, the most recent email (as stated in the original request), work schedule (as stated in the original request), a document listing duty station, a document listing current supervisors, a document listing former supervisors, a document listing former employers and contacts
4. Performance reviews, disciplinary records, original employment application, resumes, email communication directly involving the hiring of {PRRC}, the most recent email (as stated in the original request), work schedule (as stated in the original request), a document listing duty station, a document listing current supervisors, a document listing former supervisors
5. Performance reviews, disciplinary records, original employment application, resumes, email communication directly involving the hiring of {PRRC}, the most recent email (as stated in the original request), work schedule (as stated in the original request), a document listing duty station, a document listing current supervisors
6. Performance reviews, disciplinary records, original employment application, resumes, email communication directly involving the hiring of {PRRC}, the most recent email (as stated in the original request), work schedule (as stated in the original request), a document listing duty station
7. Performance reviews, disciplinary records, original employment application, resumes, email communication directly involving the hiring of {PRRC}, the most recent email (as stated in the original request), work schedule (as stated in the original request)
8. Performance reviews, disciplinary records, original employment application, resumes, email communication directly involving the hiring of {PRRC}, the most recent email (as stated in the original request)
9. Performance reviews, disciplinary records, original employment application, resumes, email communication directly involving the hiring of {PRRC}, the most recent email (as stated in the original request)
10. Performance reviews, disciplinary records, original employment application, resumes, email communication directly involving the hiring of {PRRC}
11. Performance reviews, disciplinary records, original employment application, resumes
12. Performance reviews, disciplinary records, original employment application
13. Performance reviews, disciplinary records
14. Performance reviews
15. All records mentioned in subrequest 1 that are stored electronically.
16. All records mentioned in subrequest 2 that are stored electronically.
17. All records mentioned in subrequest 3 that are stored electronically.
18. All records mentioned in subrequest 4 that are stored electronically.
19. All records mentioned in subrequest 5 that are stored electronically.
20. All records mentioned in subrequest 6 that are stored electronically.
21. All records mentioned in subrequest 7 that are stored electronically.
22. All records mentioned in subrequest 8 that are stored electronically.
23. All records mentioned in subrequest 9 that are stored electronically.
24. All records mentioned in subrequest 10 that are stored electronically.
25. All records mentioned in subrequest 11 that are stored electronically.
26. All records mentioned in subrequest 12 that are stored electronically.
27. All records mentioned in subrequest 13 that are stored electronically.
28. All records mentioned in subrequest 14 that are stored electronically.

Please note that this is a single request (the same request as the original with clarification given), not multiple individual requests. Additionally, I kindly request that only one copy of each document be provided. Please remove any duplicate records, such as those found in email threads across multiple mailboxes.

Please note that TN Code § 10-7-503(a)(2)(B) requires one of the following actions by the custodian of records within seven business days: "(i) Make the public record requested available to the requestor; (ii) Deny the request in writing....The response shall include the basis for the denial; or (iii) Furnish the requester in writing....the time reasonably necessary to produce the record or information." If it will take longer than seven business days, I expect a specific date that the records will be made available.

Please let me know if you require further clarification.