

CITY OF GOODLETTSVILLE
PUBLIC RECORDS REQUEST FORM

FORM 1

The Tennessee Public Records Act 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.

Requestor

Date

Street Address

City State Zip Code

Phone Number

Email Address

Is the requestor a Tennessee citizen? Yes No

Records Requested:

Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought.

Inspection (The TPRA does not permit fees or require a written request for inspection only.)

Copy/Duplicate

Delivery preference: On-Site Pick-Up
 Electronic

USPS First-Class Mail
 Other: _____

I, the undersigned, have read and understand the City of Goodlettsville Ordinance 17-887 that establishes procedures for accessing and copying open public records. Furthermore, I agree to abide by all provisions of the Ordinance.

Signature of Requestor and Date Submitted

Signature of Public Records Request Coordinator and Date Received