



MARYVILLE CITY SCHOOLS

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: Mike Winstead, Public Records Request Coordinator
Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803
mike.winstead@maryville-schools.org

From: Requestor's Name _____

Contact Information (include an address for any TPRA required written response)

STREET _____

CITY, STATE, ZIP _____

EMAIL _____

Is the requestor a Tennessee citizen? Yes No

Request: Inspection (The TPRA does not permit fees or require a written request for inspection only¹.)
 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 (include email) Other: _____

