



INSPECTION/DUPLICATION OF PUBLIC RECORDS

Instructions: To make a request for copies of public records fill in sections 1-4, sign, and date. Proof of Tennessee citizenship is required as a condition to inspect or receive copies of public records. The proof may consist of a valid Tennessee Driver's license or alternative acceptable form of identification.

Information – There is no cost to review records unless it takes more than one hour to produce the records. Records can be reviewed from 8:00 a.m. – 4:30 p.m., Monday – Friday. Copying costs are \$.15 per page of black and white copies, \$.50 per page for color copies. For any request, that takes a staff member more than 1 hour of labor to research, pull, redact or make copies there will be a labor charge of a minimum of \$10.00 an hour.

1. Name of requestor: _____
(Print or Type)

2. Requestor's address and contact information: _____
Phone Number E-mail

Street Address City State Zip

3. Request for: Inspection/access Copies mailed Copies available for Pickup Copies emailed
Please note that there is a maximum size on the size of the email. If the records exceed the limit, the copies will be available for inspection or they can be placed on a flash drive and picked up or mailed. The reasonable cost of the flash drive will be added to the cost of copies. Wilson County School Board Policy 1.407

4. Record(s) requested – Provide a detailed description of the record(s) including type of record, timeframe or relevant dates for the records sought and subject matter:

Signature of Requestor Date