SUMNER COUNTY SCHOOLS
Dr. Robert Scott Langford
Superintendent of Schools

695 E. Main Street, Gallatin, TN 37066
Phone: (615) 451-5200
Fax: (615) 451-6518

INSPECTION/DUPLICATION OF PUBLIC RECORDS

Instructions: To request copies of public records, please complete Sections 1–4, then sign and date the form. Proof of Tennessee citizenship is required in order to inspect or receive copies of public records. Acceptable proof may include a valid Tennessee driver's license or another approved form of identification.

Information – 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.

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

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:

4. Record(s) requested – Provide a detailed description of the record(s) requested, including: (1) type of record; (2) time-frame 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.

_____ _____
Signature of Requestor Date

Sumner County Schools develops better people to make a better world.

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