

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: **Nashville MTA Public Records Request Coordinator**
430 Myatt Drive, Nashville TN 37115
MTA.PublicRecords@nashville.gov

- Nashville MTA
 RTA

You may return this form via email, mail, or in-person delivery.

From: _____
Name

Address

Phone Number

Is the requestor a Tennessee citizen? Yes No Requests from out of state will not be granted.

Request: Inspection (The TPRA does not permit fees or require a written request for inspection onlyⁱ.)
 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 to this email address _____
 Other: _____

MTA will attempt to honor your preference but cannot in all cases guarantee delivery by a particular method.

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.

Signature of Requestor & Date Submitted

Signature of Public Records Request Coordinator & Date Received