REQUEST TO INSPECT OR COPY PUBLIC RECORDS

Copies to: Office of the University Counsel, Office of News and Public Affairs

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.

MIDDLE TENNESSEE STATE UNIVERSITY

NAME _____ **TELEPHONE NUMBER** _____

ADDRESS _____

E-MAIL ADDRESS _____

COMPANY OR BUSINESS REPRESENTED, IF APPLICABLE _____

DATE AND TIME OF REQUEST _____

REQUEST:

- ◯ Inspection
- ◯ Copy/Duplicate

Delivery Preference:

- ◯ On-site pick-up
- ◯ USPS First-Class Mail
- ◯ Electronic
- ◯ Other: _____

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.

_____

_____

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_____

_____ _____

Signature of Requestor Date Submitted

For office use only:	***Estimated***	***Actual***
# of pages		
Cost ($.15/page for b/w; $.50/page for color)		
Labor		
Delivery		
Other		
Total		
*If the total amount is less than $5.00, the cost will be waived.		
Date government-issued photo identification provided		/ /
Date payment received		/ /
Amount received		$
Date copies mailed to requestor		/ /

_____ _____

Signature of Records Custodian Date