

PUBLIC RECORDS REQUEST

City Recorder's Office
City of Columbia
700 North Garden Street
Columbia, TN 38401



Name of Requestor _____

Requestor's address _____

City/State _____ Zip _____

Phone _____ Email _____

Is the requestor a Tennessee citizen? Yes No

Request:

Inspection - The TPRA does not permit fees or require a written request for inspection only.

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 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. 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

¹ Note, Tenn. Code Ann. §10-7-504(a)(20)(C) permits charging for redaction of private records of a utility