



**MCMINN COUNTY SHERIFF'S OFFICE
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: The McMinn County Sheriff's Office-Lisa Rhea P.O. Box 649 Athens, TN. 37371-0649
Telephone-423-745-5620 ext. 9002
Fax-423-744-0771
Email: lrhea@mcminncountyttn.gov

From: _____
Requestor's Name

Requestor's Address

Requestor's Telephone Number

Is the requestor a Tennessee citizen? Yes No

Request: Inspection (No fees required for inspection only¹)
 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 \$200.00? If so, initial here: _____.

Delivery preference: On-Site Pick-Up USPS First-Class Mail
 Electronic Other: _____

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

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.

Requestor's Signature

Date Submitted

PRRC Coordinator's Signature

Date Received