

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: Office of the District Attorney for the 20th Judicial District
Attn: Ashley Mondelli
222 2nd Ave. North, Suite 500
Nashville, Tennessee 37201
615-862-5500

From: _____

Is the requestor a Tennessee citizen? Yes No

Request: Visual Inspection

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

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 records 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 and Date Submitted

Signature of Public Records Coordinator and Date Received