

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: Public Records Request Coordinator
Cocke County Government
360 East Main Street, Courthouse Annex Suite 146
Newport, TN 37821

From: _____

Phone # _____

Is the requestor a Tennessee citizen? _____ {Yes/No} {If yes, please include a copy of your TN ID.}

Request: For inspection only- The TPRA does not permit fees or require a written request.

Copy/Duplicate: If costs for copies are assessed, the requestor has a right to receive 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:

{Use back of sheet; please print legibly.}

- 1) Type of record, including office;
- 2) Timeframe or dates for the records sought;
- 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 and Date Submitted

Signature of Public Records Coordinator and
Date Received