INSPECTION/DUPLICATION OF PUBLIC RECORDS REQUEST

**Requestor Instructions:** To make a request for copies of public records, complete sections 1 – 3. Do not sign and date the signature line until the records are received.

**Custodian Instructions:** For requests to inspect, the records custodian is to complete sections 1 - 5 and 8. For requests for copies, the records custodian is to complete sections 5 – 8. Do not sign and date the signature line until the records are delivered to the requestor.

Note: TCA 10-7-503(a)(7)(A) states that a request to inspect is not required to be in writing nor can a fee be assessed for inspection of records.

Date:__________________

1. Name of Requestor: ____________________________________________ Phone:_____________________
   Address: ______________________________________________________ E-Mail:_____________________
   City, State, Zip: ____________________________________________ Fax: ______________________

2. Form of Identification provided: (Election Deputy – maintain copy for file)
   Photo ID issued by governmental entity including requestor’s address. Type:_________________
   Other (Specify):_____________________________________________

3. Record(s) requested to be inspected/copied:
   a. Type of record: Voter History:____ Financial Disclosure:____ Voting #’s by Precinct:_____
      Walk List: ____ Early Voting Names:______ Political Treasurer Appt: ____ Copy of Voter Reg:____
      Restoration of Rights: ____ Voter Reg Application: ____ Other: ______
   b. Detailed Description of the record(s) including relevant date(s) and subject matter:
      ___________________________________________________________________________________
      ___________________________________________________________________________________

4. Employee receiving request: ______________ Initial: ______
   Date and time request received: ____/____/____ Time: ____:____ am/pm (Circle One)
   Response shall be: Same day:____ Other: (Specify): ______________________________

5. Method of Delivery:
   On site pick-up: ____ U.S. Postal Service: ____ Fax: ____ E-Mail: ____ Other: ___________________
6. Costs
   a. Number of pages to be copied: _____ Cost per page: .15 Black and White .50 Color
   b. Labor costs to produce the copy for time exceeding 1 hour $15/hour

   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:______

7. Form, Amount, Date of Payment:
   a. Form of payment:     Cash     Check   Other
   b. Amount of Payment: $____________
   c. Date of Payment:_____/____/_______

8. Date of Delivery: ____/____/_______

   Signature of Records Custodian: ________________________________ Date: _______________

   Signature of Requestor: ________________________________ Date: ______________

You request is denied on the following grounds:

____ Your request was not sufficiently detailed to enable identification of the specific requested record(s).
   You need to provide additional information to identify the requested record(s).

____ No such record(s) exist or this office does not maintain record(s) responsive to your request

____ No proof of identification was presented with your request. Your request will be reconsidered upon
   presentation of an adequate form of identification.

____ You have not paid the estimated copying/production fees.

____ The following state, federal or other applicable law prohibits disclosure of the requested records:
   ________________________________

   It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

____ The office is still in the process of retrieving, reviewing and/or redacting the requested records.

   The time reasonable necessary to produce the record(s) or information and/or to make a determination of a
   proper response to your request is: ________________________________

Sumner County Election Commission