

# NOTICE OF AGGREGATION OF MULTIPLE REQUESTORS



Mail completed form to:

Office of Open Records Counsel  
Suite 1600, James K. Polk State Office Building  
505 Deaderick Street  
Nashville, Tennessee 37243  
(615) 741-1551 (fax) or [Open.records@state.tn.us](mailto:Open.records@state.tn.us) (e-mail)

Records Custodian: \_\_\_\_\_

(Name of Governmental Entity, Office or Agency)

Employee/official authorizing aggregation: \_\_\_\_\_

(Name and title)

Address and phone number: \_\_\_\_\_

Other Offices or Custodians included in aggregation: \_\_\_\_\_

(\_\_\_\_\_) of Requestors being aggregated:

(Number)

Requestor's name, address and contact information:

\_\_\_\_\_  
\_\_\_\_\_

Explanation of basis for aggregation and description of scope (records included/excluded):

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Requestors have been notified that a properly adopted aggregation policy exists, that the decision to aggregate has been made, and that there is a right to appeal the decision to the Office of Open Records Counsel.

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Signature of Records Custodian, date

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Signature of Requestor, date