



STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
Office of Open Records Counsel
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John G. Morgan, Comptroller
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NEWS RELEASE

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Forms Now Available to Assist Tennessee Citizens and Governmental Entities in Public Records Request Process

NASHVILLE, Tenn. - Public records request forms are now available online to assist Tennessee citizens and governmental entities in requesting or providing access to public records, Tennessee Comptroller of the Treasury John G. Morgan announced today.

Three forms were developed by the Comptroller's Office of Open Records Counsel as required by Public Chapter 1179, Acts of 2008.

The Inspection/Duplication of Records Request Form is for use by citizens requesting copies of public records. The Tennessee Public Records Act prohibits governmental entities from requiring a Tennessee citizen to submit a written request when exercising the right of inspection. However, the Act does require a request to be sufficiently detailed to enable the records custodian to identify the specific records to be located or copied. The Inspection/Duplication of Records Request Form will assist citizens in making sufficiently detailed requests.

The Records Request Denial Letter and the Records Production Letter are both for use by records custodians responding to requests for public records made through the Tennessee Public Records Act.

The forms, along with instructions on how and when they are to be used, can be found on the Comptroller of the Treasury's website at: www.comptroller.state.tn.us/openrecords/forms.htm.

For questions about the forms or to find out more about the Comptroller's Office of Open Records Counsel, please call (615) 401-7891, email open.records@state.tn.us or visit <http://www.comptroller.state.tn.us/openrecords/index.htm>.

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"The mission of the Tennessee Comptroller of the Treasury's Office is to improve the quality of life for all Tennesseans by making government work better."