

NOTICE OF AGGREGATION OF MULTIPLE REQUESTORS



Mail completed form to:

Office of Open Records Counsel
Suite 1700, James K. Polk State Office Building
505 Deaderick Street
Nashville, Tennessee 37243
(615) 741-1551 (fax) or Open.records@cot.tn.gov (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):

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.

Signature of Records Custodian, date

Signature of Requestor, date