

Murfreesboro City Schools  
2252 South Church Street, Murfreesboro TN 37127  
**Phone** (615) 893-2313 **Fax** (615) 893-2352  
cityschools.net



## 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. There is no cost to inspect records unless it takes more than one hour to produce the records. Records can be reviewed during regular business hours from 8:00 a.m. – 4:30 p.m., Monday through Friday. The Public Records Request Coordinator shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Office of Open Records Counsel Schedule of Reasonable Charges shall be used to determine the reasonable cost of the request. Please see [Board Policy 1.407](#) for more information on public records requests.

## Requestor Information

Requestor Name: \_\_\_\_\_

Is the requestor a citizen of Tennessee?     Yes         No

*A valid Tennessee driver's license or other acceptable evidence showing the requestor's address may be required as a condition of inspection or receiving copies of public records requested.*

Address: \_\_\_\_\_

Requestor Phone: \_\_\_\_\_ Requestor E-mail: \_\_\_\_\_

## Records Requested

**Request Type:**     Inspection         Copies of Records

**Delivery Preference:**

On-Site Pick Up     USPS First Class Mail     Electronic Delivery via E-mail

Other: \_\_\_\_\_

### Records Requested:

Please provide a detailed description of the record(s) requested, including (1) type of records; (2) timeframe or dates for the records requested; and (3) subject matter/nature of records requested. Under the TPRA, records requests must be sufficiently detailed to enable MCS to identify the specific records subject to the request.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date