



**Coopertown Police Department
Tyler Haley, Chief of Police**

5153 Burgess Gower Rd. Springfield, TN 37172
615-382-7007, ext 212 FAX 615-382-2479

Website: www.coopertowntn.org E-mail: policedept@coopertowntn.org



PUBLIC RECORDS REQUEST

Form A

NOTICE: All records requests must be approved by the Chief of Police. If you are the defendant in an open case that has not yet been adjudicated through court, access to records in your case must be obtained through the legal discovery process in court.

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.

To: Coopertown Police Department

From: _____

(Name, address, phone, email)

Is the requestor a Tennessee citizen? Yes No **PLEASE PROVIDE COPY OF DRIVER'S LICENSE**

Request:

Inspection (The TPRA does not permit fees or require a written request for inspection only.)

i Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

Copy/Duplicate If costs for copies are assessed, the requestor has a right to receive an estimate prior to fulfillment of the request. Cost rates are listed below. Please initial ONE option.

- Do you wish to receive an estimate prior to fulfillment of request? **If so, initial here** _____
- Do you agree to pay costs of copying/duplication without receiving an estimate? **If so, initial here** _____

Current cost rates are \$.15 per page black/white, \$.50 per page color, \$1.00 per CD/DVD. Labor costs for time exceeding an hour will be assessed at approximately \$25.00 per hour. The cost of postage will be charged to requestor and will vary per request. CD/DVD's will be mailed via USPS.

Delivery preference: On-Site Pick-Up USPS First-Class Mail Electronic* Other: _____

*E-mail address for electronic delivery: _____

Records Requested: Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor

Date Submitted

Signature of Public Records Request Coordinator

Date Received

Chief of Police Approval

Date Approved