

Town Of Spring City

Mayor – Leon Locke
Vice Mayor – Jody Bauer
Commissioner – Reba Murphy
Commissioner – Kevin Jenkins
Commissioner – Thomas Beaver



City Manager – Stephania Motes
City Recorder – Brenda Dodson
Public Works Director – Kevin Hackler
Police Chief – Roger Day
Fire Chief – Kevin Hackler

PUBLIC RECORDS REQUEST FORM A

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: City Recorder, Town of Spring City, 369 Front Street, Spring City,
Tennessee 37381

From: Requestor's Name and Contact Information (include an address for
any TPRA required written response):

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

Attach copy of TN Driver's License and/or proof of Tennessee residency

Request: ☐ **Inspection** (The TPRA does not permit fees or require a written request for inspection only.¹)

¹ 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.

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

☐ **Other:**

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** _____