



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.

To: Tennessee Housing Development Agency
502 Deaderick Street, 3rd Floor
Nashville, TN 37243-0200
Attn: Bruce Balcom or Charity Williams

Main: 615-815-2200
Fax: 615-916-5054
Email: publicrecordsrequest@thda.org

From: Requestor's Name and Contact Information for any TPRA required written response:

Name: _____

Address: _____

Phone No: _____

Email Address: _____

Is the Requestor a Tennessee citizen? Yes No If yes, provide proof.

Request: Inspection (The TPRA does not permit fees or require a written request for inspection only.)
 Copy/Duplication

If costs for copies are assessed, the Requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$_____? If so, initial here: _____.

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 and Date Submitted: _____

Signature of Public Records Request Coordinator and Date Received: _____