



# Public Record Request Form

City of Millington  
7930 Nelson Road  
Millington, TN 38053  
(901) 873-5701

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 Clerk  
**From:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Is the requestor a Tennessee citizen?  Yes  No (Please provide a copy of your driver's license or ID)

**Request:**

- Inspection (The TPRA does not permit fees or require a written request for inspection only.<sup>i</sup>)
- Copy/Duplicate

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, records requests must be sufficiently detailed to enable the records custodian responding to the request to identify the specific records you are seeking.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Requestor Signature) (Date Submitted) (City Clerk Signature) (Date Received)

**Mail or submit in person to Millington City Hall at the address above  
OR email to [cityclerk@millingtontn.gov](mailto:cityclerk@millingtontn.gov)**

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