

PUBLIC RECORDS REQUEST RESPONSE FORM
Warren County, Tennessee

Date: _____

Requestor: Name: _____
Address: _____
Phone: _____

In response to your records request received on _____, our office is taking the action(s) indicated below: *

- The public record(s) responsive to your request will be made available for inspection:

Location: _____
Date & Time: _____

- Copies of public record(s) responsive to your request are:

Attached Available for pickup at the following location: _____
 Being delivered via: USPS First-Class Mail Electronically Other: _____

- Your request is denied on the following grounds:

- Your request was not sufficiently detailed to enable identification of the specific requested record(s).
 You need to provide additional information to identify the requested record(s).
- No such record(s) exists or this office does not maintain record(s) responsive to your request.
- No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
- You are not a Tennessee citizen.
- You have not paid the estimated copying/production fees.
- The following state, federal, or other applicable law prohibits disclosure of the requested record(s):

- It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

- It has not yet been determined that records responsive to your request exist; or
- The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____

If you have any additional questions regarding your record request, please contact either of the following:

- Public Record Request Coordinator (Warren County Executive) at 931-473-2505; or
- Records Custodian: Name: _____ Phone: _____

Sincerely, _____
Public Record Request Coordinator or Records Custodian

Name: _____
Title: _____
Address: _____
Phone: _____

* If all requested records do not have the same response, indicate accordingly.