



**Town of Coopertown**  
2525 Burgess Gower Road  
Springfield, Tennessee 37172

Phone 615-382-4470  
[www.coopertowntn.org](http://www.coopertowntn.org)

Facsimile 615-382-4439  
[cityclerk@coopertowntn.org](mailto:cityclerk@coopertowntn.org)

**INSPECTION/DUPLICATION OF RECORDS REQUEST**

Instructions:

**Requestor** - To make a request for copies of public records, fill in sections 1-5. Do not sign and date the signature line until the records are received.

**Custodian** - For requests to inspect, the records custodian is to fill in sections 1-6 and 9. **For requests for copies or duplicates, the records custodian is to fill in sections 6-9.** Do not sign and date until the records are delivered to the requestor.

1. *Name of requestor:* \_\_\_\_\_  
(Print or type; initials of requestor are required for copy requests)
2. *Form of identification provided:*  governmental-issued photo ID including requestor's address  
 Other: \_\_\_\_\_
3. *Requestor's address and contact information:* \_\_\_\_\_

*Phone:* \_\_\_\_\_ *Email:* \_\_\_\_\_

4. *Request for:*  inspection/access  copy/duplicate

5. **Records Requested:**

Provide a detailed description of the records(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 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.

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6. **Request submitted to: TOWN OF COOPERTOWN**

- a. Employee receiving request: \_\_\_\_\_
- b. Date and time request received: \_\_\_\_\_
- c. Response:  Same day  Other: \_\_\_\_\_

7. **Costs:**

- a. Number of pages to be copied: \_\_\_\_\_  Estimated
- b. Cost: (1) per page letter or legal sized:  \$ \_\_\_\_\_ (\$.15 per black/white, \$.50 per color)  
(2) per page other sized or other medium: \$ \_\_\_\_\_ (\$1.00 per CD/DVD)
- c. Estimate of labor costs to produce the copy (for time exceeding 1 hour): \_\_\_\_\_

Inspection (The TPRA does not permit fees or require a written request for inspection only. <sup>1</sup>)

- Labor at \$ \_\_\_\_\_ / hour for \_\_\_\_\_ hour(s)
- Labor at \$ \_\_\_\_\_ / hour for \_\_\_\_\_ hour(s)
- Labor at \$ \_\_\_\_\_ / hour for \_\_\_\_\_ hour(s)

d. Programming cost to extract information requested: \$ \_\_\_\_\_

e. **Delivery preference:**    On-Site Pick-Up                      USPS First-Class Mail

- Electronic                       Other: \_\_\_\_\_

8. **Payment:**

- a. Form of payment:  Cash    Check (# \_\_\_\_\_)    Other: \_\_\_\_\_
- b. Amount of payment: \$ \_\_\_\_\_
- c. Date of payment: \_\_\_\_\_
- d. Actual cost (and adjustment if prepaid): \$ \_\_\_\_\_

9. **Date of:**  access to records \_\_\_\_\_ and/or  delivery of copies \_\_\_\_\_

\_\_\_\_\_  
Signature of Records Custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date