



INSPECTION/DUPLICATION OF RECORDS REQUEST

Requestor Instructions:

To make a request for copies of public records fill in sections 1-6. Return to City Attorney's office in person at 125 North Main Street, Room 336, Memphis, TN 38103, by email to cityattorney@memphistn.gov, or by fax to 901-576-6524. Your request will be acknowledged within 24 hour of submission.

Note: Tenn. Code Ann. § 10-7-503(a)(7)(A) provides that unless another provision in law specifically requires a written request, a request to inspect public records may not be required to be in writing nor can a fee be assessed for inspection of records.

1. Name of requestor:

Print or type. Initials of requestor are required for copy requests.

2. Requestor's address, company/organization affiliation, and complete contact information:

3. Request for (check one):

- Inspection
- Access Copy
- Duplicate

4. Record(s) requested:

Detailed description of the record(s) including relevant date(s) and subject matter.

5. Request submitted to:

Name of governmental entity, office or agency

- **Date and time request submitted:** _____
- **Response:**
 - Same day
 - Other: _____