



**Coopertown Police Department  
Tyler Haley, Chief of Police**

5153 Burgess Gower Rd. Coopertown, TN 37172  
615-382-7007, ext 212 FAX 615-382-2479

Website: [www.coopertowntn.org](http://www.coopertowntn.org) E-mail: [policedept@coopertowntn.org](mailto:policedept@coopertowntn.org)



## PUBLIC RECORDS REQUEST

**Form A**

**NOTICE: All records requests must be approved by the Chief of Police. If you are the defendant in an open case that has not yet been adjudicated through court, access to records in your case must be obtained through the legal discovery process in court.**

*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:** Coopertown Police Department

**From:** \_\_\_\_\_

(Name, address, phone, email)

**Is the requestor a Tennessee citizen?** ☐ Yes ☐ No **PLEASE PROVIDE COPY OF DRIVER'S LICENSE**

**Request:**

☐ **Inspection** (The TPRA does not permit fees or require a written request for inspection only.)

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

☐ **Copy/Duplicate** If costs for copies are assessed, the requestor has a right to receive an estimate prior to fulfillment of the request. Cost rates are listed below. Please initial ONE option.

- Do you wish to receive an estimate prior to fulfillment of request? **If so, initial here** \_\_\_\_\_
- Do you agree to pay costs of copying/duplication without receiving an estimate? **If so, initial here** \_\_\_\_\_

Current cost rates are \$.15 per page black/white, \$.50 per page color, \$1.00 per CD/DVD. Labor costs for time exceeding an hour will be assessed at approximately \$25.00 per hour. The cost of postage will be charged to requestor and will vary per request. CD/DVD's will be mailed via USPS.

**Delivery preference:** ☐ On-Site Pick-Up ☐ USPS First-Class Mail ☐ Electronic\* ☐ Other: \_\_\_\_\_

\*E-mail address for electronic delivery: \_\_\_\_\_

**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.

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

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Public Records Request Coordinator

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Chief of Police Approval

\_\_\_\_\_  
Date Approved