(Requestor’s name and contact information)

In response to your records request received on ______________ (date request received), 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 and 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).
   ___ No such record(s) exist(s) 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 record(s) 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
   ___ The office is still in the process of retrieving, reviewing, and/or redacting the requested record(s).

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 additional questions regarding your records request, please contact ____________________________________.

Sincerely,

(Records Custodian or Public Record Request Coordinator)
(Name, Title, and Contact Information)