

PUBLIC RECORDS REQUEST RESPONSE FORM
Middle Tennessee State University

_____ (Date)

(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)