

REQUEST TO INSPECT OR COPY PUBLIC RECORDS

Requests may be submitted to publicrecords@mtsu.edu.



Refer to [Policy 120](#) for information on making requests and payment method.

Date of Request _____

Name _____ Phone # _____

Address _____

E-mail Address _____

Company Represented (if applicable) _____

****Tennessee citizenship required. Please provide copy of government-issued photo identification.**

Request Type:	Delivery Preference:
Inspection	On-site pick-up
Copy	E-mail
	USPS First Class Mail

Records Requested (please give detailed description)

<i>For office use only:</i>	<i>Estimated Cost</i>	<i>Actual Cost</i>
# of pages		
Copy expense (\$.15/page for b/w; \$.50/page for color)		
Labor hours (deduct 1st hour) x Hourly Rate		
Delivery		
Other		
Total Cost to Produce Records		
	<i>*If the total amount is less than \$20.00, the cost will be waived.</i>	
Index # _____ (Requestor must give Index # when making payment)		
Copies to Office of the University Counsel and Office of News and Public Affairs		