



City of Memphis

INSPECTION/DUPLICATION OF RECORDS REQUEST

Requestor's Instruction:

To make a request for copies of public records fill in sections 1-9. Return to City Attorney's Office in person at 125 North Main Street, Room 336, Memphis, TN 38103-2079, via e-mail to OpenRecordsRequests@memphistn.gov or via facsimile to **901-636-6524**.

NOTE: Tenn. Code Ann. § 10-7503(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. Requestor's Name: _____

2. Requestor's Address: _____

3. E-mail Address: _____

4. Telephone Number: _____

5. Request for (check one): Access
 Duplicate (copy charges may apply)
 Inspection

6. Record(s) requested: (Detailed description of the record(s) including relevant date(s) and subject matter)

7. Are you a resident of the state of Tennessee? Yes No

8. Is this matter involved in pending litigation with the City of Memphis? Yes No

9. Signature of Requestor: _____
(by signing, I hereby certify that I am a citizen of the State of Tennessee and affirm that all of the information on this document is accurate)

----- FOR OFFICIAL USE ONLY -----
Received by: _____ Date & Time Request Submitted: _____