City of Memphis

INSPECTION/DUPLICATION OF RECORDS REQUEST

Requestor's Instruction:
To make a request for copies of public records fill in sections 1-6. Return to City Attorney's Office in person at 125 North Main Street, Room 336, Memphis, TN 38103-2079, via e-mail to cityattorney@memphistn.gov or via facsimile to **(901) 576-6524**.

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. **Signature of Requestor:** _____
   (by signing, I hereby certify that I am a citizen of the State of Tennessee.)

FOR OFFICIAL USE ONLY

Date Request Submitted: _____ **Time Submitted:** _____

Received by: _____