City of Mt. Juliet, Tennessee
Request Form to Inspect/Copy Public Records

In accordance with Tennessee Code Annotated Section 10-7-503, *Records Open to Public Inspection*, all records made or received in connection with the transaction of official City business will at all times, during business, be open for personal inspection by any citizen of Tennessee unless otherwise prohibited by law or regulations made pursuant thereto; and the citizen will have the right to make copies in accordance with Tennessee Code Annotated Section 10-7-506 and City Policy. Any questions concerning public records should be addressed to the City Manager.

Name_____
(Please Print)

Address_____

Company or business represented, if applicable_____

_____

Date and time of request _____

Description of record(s) to be inspected_____

_____

To be copied: Total number of pages to be copied:_____
Total cost of copies: _____

If requesting to inspect or copy personnel records, I understand that the concerned employee will be notified that this request was made and who made the request.

Signature of requestor_____

Signature of provider_____

Date and time copies delivered to requestor_____