



CITY OF NASHVILLE
OPEN RECORDS REQUEST

I am requesting _____

from the City of Nashville according to the open records law.

Name of Person making request

Address

**we must have a way to contact you

Phone #'s (home) &/or (cell)

Signature of Person making request

Date

--Office Use Only--

Office Personnel Signature

Date

☐ Copy of Minutes @ .10 per page

☐ Copy of CD @ \$5.00 each

-Cost for search, retrieval, and production of copies may be charged at the rate of the lowest paid full time employee able to respond unless only a certain employee has the authority to retrieve the documents.

-If the estimated cost of producing records is over \$500, the City may require prepayment before the search, retrieval, review or production of records.

Total # of pages

Total amount of charges

Total amount paid

Method of Payment _____

**Please be aware that according to State Law (50-18-70), we have 3 business days to respond to your request.*

Updated on 5/2/2012



CITY OF NASHVILLE
OPEN RECORDS REQUEST

I am requesting _____

from the City of Nashville according to the open records law.

Name of Person making request

Signature of Person making request

Date

--Office Use Only--

Office Personnel Signature

Date

☐ Copy of Minutes @ ^{0.10}~~25~~ per page

☐ Copy of CD @ \$5.00 each

Total # of pages

Total amount of charges

Total amount paid

Method of Payment _____

**Please be aware that according to State Law (50-18-70), we have 3 business days to respond to your request.*