

BRADLEY COUNTY 911 CENTER

REQUEST FOR RECORDS

The Tennessee Public Records Act (TPRA) grants **Tennessee citizens** the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist. **All information must be completed to process the request. Any questions should be directed to 423-473-1063.**

EMAIL ALL REQUESTS TO: recordsrequest@clevelandtn911.com
(OR mail to: 1555 Guthrie Dr NW, Cleveland, TN 37311)

DATE: _____

TYPE OF REQUEST: CAD REPORT _____ RECORDING _____ INSPECTION ONLY _____
(Note: Inspections must be scheduled and include only documentation that does not require redaction)

RECORDS REQUESTED TO BE: MAILED _____ EMAILED _____

ARE YOU A TENNESSEE CITIZEN? YES _____ NO _____ TN DL NUMBER (IF REQUIRED) _____
(Photo ID required to prove residency)

PERSON REQUESTING: _____ PHONE: _____
(PLEASE PRINT)

REQUESTOR ADDRESS: _____

REQUESTOR EMAIL ADDRESS: _____

REQUESTOR'S SIGNATURE: _____

***INCIDENT DATE: _____ ***INCIDENT TIME: _____

***INCIDENT LOCATION: _____
*****MUST HAVE DATE, TIME, AND ADDRESS TO COMPLETE REQUEST*****

ESTIMATE OF COSTS BEFORE PROCESSESSING? YES _____ NO _____

BRIEF DESCRIPTION OF INCIDENT:

*Under the Tennessee Public Records Act, record requests **must be sufficiently detailed** to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.*

REPORT / CD GIVEN/SENT TO: _____
(RECEIVER'S SIGNATURE)

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FOR OFFICE USE ONLY

CAD NUMBER: _____

COST: _____ PAID: _____ LOGGED: _____

BCECD PERSONNEL MAKING REPORT/CD: _____

DATE/ TIME COMPLETED REQUEST: _____

DATE/TIME RECORD SENT/ BY WHOM: _____