

INSPECTION/DUPLICATION OF RECORDS REQUEST

The Wilson County Election Commission has created this form for internal planning, budgeting and accountability. The use of this form allows the Requestor to clearly request the documents they want and allows the Election Commission to clearly inform the Requestor of any costs or other issues that may be involved with honoring the request.

Requestor Instructions: To make a request for copies of public records fill in sections 1-3. Sign and Date section 7. Do not sign and date section 9 until the records have been received. Requests made by mail or email do not have to complete section 9.

Custodian Instructions: For requests to inspect or copies, the records custodian is to fill in sections 4-6. Sign and Date section 8. Only sign and date section 10 after the records have been delivered to the requestor.

Note: Section 1 of Public Chapter 1179, Acts of 2008, amend Tenn. Code Am. §10-7-503(a) to provide that unless the law specifically requires such, a request to inspect is not required to be writing nor can be assessed for inspection of records.

1. Printed Name of requestor: _____
2. Requestor's address and contact information: _____

3. Record(s) requested to be: _____ Inspected/accessed _____ Copied _____ Digital Copy
a. Detailed description of the record(s) including relevant date(s) and subject matter:

4. Form of identification provided:
 - a. Photo ID issued by governmental entity including requestor's address? YES or NO
 - b. A Tennessee resident? YES or NO
5. Request submitted to: _____
(Name of Governmental Entity, Office or Agency)
 - a. Date and time of request: _____
 - b. Response: Same day Other _____
6. Costs & Method of Delivery
 - a. Number of pages to be copied: _____ Estimated
 - b. Cost: _____ @\$.15 per page B&W _____ @\$.50 per page Color
 - c. Estimate of labor costs to produce the request (for time exceeding 1 hour): _____
 Labor at \$_____/hour for _____ hour(s).
 - d. Programming cost to extract information requested: _____
 - e. Method of delivery: _____ In Person _____ Email _____ Mail
 - f. Cost of delivery: _____ Mail
 - g. Form of Payment: _____ Cash _____ Check
 - h. **Total Cost for request:** _____

7. _____
Signature of Requestor Date Records Requested
8. _____
Signature of Election Commission Date of Receipt of Request

Delivery/Retrieval of Records

9. _____
Signature of Requestor Date Records Retrieved
10. _____
Signature of Election Commission Date Records Retrieved/Delivered/Inspected