



County Policies Regarding Public Access to Records and Records Request Form

Montgomery County takes seriously the right of citizens of the State of Tennessee to access government records and will make every effort to provide full access to county records in accordance with Tennessee Code Annotated, Section 10-7-503. If your request involves a large volume of records or requires our office to make a significant number of copies or duplicates, please understand that due to staffing limitations and the volume of demands for county services, we may not be able to fulfill your request immediately.

IMPORTANT: As custodians of government records we have a duty to safeguard any information made confidential by state or federal law which is contained in the public records of this office. County records may contain personal, confidential information of county employees or citizens which could be used for fraudulent purposes or for identity theft. If your request relates to records which may contain confidential information, there may be a delay in processing your request in order to verify whether the record is accessible or to redact the confidential material. We appreciate your patience and understanding and assure you that we will provide you with access to all records which are not confidential as quickly as is practically possible.

- Citizens are not allowed to remove public records from county offices. You may, however, request duplicates of any record which are available for public inspection.
- There is a charge for copies of twenty-five cents (\$0.25) per page to recoup the costs of duplication. If you desire to have the records mailed to you, there will also be a charge for postage. All costs for copying or mailing records must be paid in advance.
- In order to prevent tampering, theft or vandalism and insure the preservation of the records of this office, county records must be inspected in the presence of a county employee.
- If your request relates to older records of this office which are in a deteriorated or fragile condition, you may be required to view a duplicate of the record in order to preserve the original record for safekeeping.
- If your request involves more than 10 pages of records, we will prepare the records and notify you when they are available for inspection or have been copied. In any event, we will make every effort to comply with your request within five business days.

Please describe the records you are requesting as fully as possible in order to assist us in complying with your request. Also indicate whether you are requesting copies of these records or need them mailed to you.

I request copies of these records

I request that you mail copies to me at the following address:

If you will return to pick up copies, please provide a phone number where we can reach you to notify you when copies are ready. Phone () _____

I hereby certify that I am a citizen of the State of Tennessee. _____
(Signature)

You may fax this form to the Montgomery County Mayor's Office at (931) 553-5177