



WILSON COUNTY GOVERNMENT

228 East Main Street, Lebanon, TN 37087

REQUEST FOR INFORMATION

Requestor Instructions: To make a request for copies of public records fill in sections 1-5 and sign in section 6 at the time the request is made. Requestors who are retrieving the requested records from the city in person should not sign and date section 11 until the records are received. Requestors who are having the records emailed or mailed to him/her are not required to sign and date section 11 of this form.

Custodian Instructions: For requests to inspect, the **records custodian** is to fill in sections 1-5, and 7 at the time the request is made. For requests for copies or duplicates, the records custodian is to fill in sections 8-9. Do not sign and date section 11 until the records are delivered to the requestor.

Note: Tenn. Code Ann. § 10-7-503(g) provides that unless another provision in law specifically requires a written request, a request to inspect public records may not be required to be in writing nor can a fee be assessed for inspection of records.

1. **Name of requestor:** _____
(Print or Type)

2. **Form of identification provided:**
 Photo ID issued by governmental entity including requestor's address
 Other: _____

3. **Requestor's address and phone number:** _____

4. **Request for:** Inspection/access
 Copy [previously inspected on _____ or inspection waived]

5. **Record(s) requested:**
a. Type of record: Minutes Employee file Ordinance / Resolution
 Police Report Building Permit Other

b. Detailed Description of the record(s) including relevant date(s) and subject matter:

(If additional space is needed, please use an additional sheet of paper.)

6. **Signature of Requestor:**

Signature of Requestor

Date Records Requested

Office Use Only

7. **Request submitted to Wilson County Government.**

a. Employee receiving request: _____
(Print) Signature

b. Date and time request received: _____

c. Response: Same day Other _____ (Continued on other side.)

8. Costs (if assessed):

a. Number of pages to be copied: _____ Estimated

b. Costs: (Continued from other side.)

Copies - Standard Sizes (8.5 X 11 or 8.5 X 14):

Black and white \$ 0.15 per copy
Color copies \$ 0.50 per copy

Copies - Large Scale

Maps, Plats and Drawings \$ 2.00 per sq. ft.
Aerial Photos \$ 3.00 per sq. ft.

Audio / Video

Video tapes (VHS) \$ 3.00 per tape
Audio tapes \$ 1.00 per tape

Video on DVD \$ 1.00 per DVD
Audio on CD \$ 0.50 per CD

City Publications

Zoning Ordinance \$ 15.00 per copy Subdivision Regulations \$15.00 per copy

Plan metric Computer Files

Digital Files (Not including CD or DVD cost) \$ 0.30 per acre, per major level
(Major levels: Utility lines, Streets, Contours, Buildings) \$ 0.10 per acre, per minor level

Labor Cost - No charge for the first hour required for research, retrieval, redaction (if necessary) and duplication of records. After the first hour, the cost of the employee's salary / wages (not including benefits) for the time spent researching, retrieving, redacting (if necessary) and duplicating the records will be charged.

c. Estimate of labor costs to produce the copy (for time exceeding 1 hour): _____

Labor at \$ _____ /hour for _____ hour(s).

Delivery Costs

E-Mail: No charge for e-mailing documents unless the time required for research and retrieval exceeds one hour.

Mailing / Shipping: The cost of postage or other shipping costs, plus packaging materials, will be added if documents are mailed or shipped.

d. Method of delivery and cost: _____ Estimated On-site pick-up U.S.P.S.

Other: _____

e. Estimate of total cost to produce request: _____

f. Estimate provided: in person by U.S.P.S. by phone by e-mail

Other: _____

9. Payment:

a. Form of payment: Cash Check b. Amount of payment: _____

c. Date of payment: _____ d. Actual cost (and adjustment if prepaid): _____

10. Date of: Access to records _____ and/or delivery of copies: _____

11. Signatures at Delivery / Retrieval of Records:

Signature of Records Custodian

Date

Signature of Requestor

Date