



PUBLIC RECORDS REQUEST RESPONSE FORM

City of Memphis
125 N. Main Street Rm 336
Memphis, Tennessee 38103

[Date]

Dear Sir or Madam:

In response to your records request received on [Date Request Received] our office is taking the action(s)¹ indicated below:

- ☐ The public record(s) responsive to your request will be made available for inspection:

Location: _____

Date & Time: _____

☐ **Copies of public record(s) responsive to your request are:**

☐ Attached;

☐ Available for pickup at the following location: _____

; or

☐ **Being delivered via:** ☐ USPS First-Class Mail ☒ **Electronically** ☐ Other: _____.

***Please read entire email message to obtain additional information*.**

- ☐ Your request is denied on the following grounds:

☐ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).

☐ No such record(s) exists or this office does not maintain record(s) responsive to your request.

☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

☐ You are not a Tennessee citizen.

☐ You have not paid the estimated copying/production fees.

☐ The following state, federal, or other applicable law prohibits disclosure of the requested records:

_____.

- ☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

☐ It has not yet been determined that records responsive to your request exist; or

☐ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact Public Records Request Coordinator.

Sincerely,

Lemeka Hoof

Public Records Coordinator

openrecordsrequests@memphistn.gov

901-636-6511