



STATE OF TENNESSEE
BOARD OF PAROLE
COMMUNICATIONS DIVISION

500 JAMES ROBERTSON PARKWAY, 4TH FLOOR NASHVILLE, TN 37243-0850
 PHONE: (615) 741-1150



Public Records Request

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 public record requests should be submitted via email to BOP.Webmail@tn.gov or mailed to the Board of Parole: Attention Public Records Coordinator

TO: Public Records Request Coordinator

From: _____
 Requestor's Name Requestor's Email/Phone

Requestor's Mailing Address

Is the requestor a Tennessee Citizen? Yes No

Request: Inspection - The TPRA does not permit fees or require a written request for inspection only. **Note: Tenn. Code Ann. 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.**

Copy/Duplicate
 If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____.

Delivery Preference: On-Site Pick-Up USPS First-Class Mail
 Electronic Other: _____

Records Requested: Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, 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. If the request involves an offender, please include offender's full name and TDOC#.

 Signature of Requestor

 Date

 Signature of Public Records Request Coordinator

 Date