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:_____.

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

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

[1] If all requested records do not have the same response, so indicate.