

ARLINGTON COMMUNITY SCHOOLS BOARD OF EDUCATION
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.

To: Superintendent@acsk-12.org; Arlington Community Schools Board of Education, 12060 Arlington Trail, Arlington, TN 38002

Requestor's Name: _____ Address: _____
Telephone: _____
Email: _____

Is the requestor a Tennessee citizen? YES NO (Requestor must attach proof of Tennessee citizenship.)

REQUEST: Inspection
 Copy

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 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 Arlington Community Schools Board of Education to identify the specific records you are seeking.

If your request is granted, there may be costs assessed for the labor to retrieve and/or produce the records you have requested. The costs assessed are set forth in ACS's Public Records Request Policy #1.408. You will be asked to pay the costs prior to initiating the search for the records you are requesting.

By signing below, I agree that I will pay for copies of all records produced.

Signature of Requestor: _____ Date: _____