



**EDGE
PUBLIC RECORDS REQUEST FORM**

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: Economic Development Growth Engine Industrial Development Board for the City of Memphis and County of Shelby, Tennessee ("EDGE")
100 Peabody Place, Ste. 1100, Memphis, TN 38103-3652
Phone: (901) 341-2100, Email: openrecordsrequest@edgemem.com

From: Requester's Name: _____
Address: _____
Phone: _____
Email: _____

Are you a Tennessee citizen?

- Yes*
- No

** Must be validated by providing a copy of a valid Tennessee Driver's*

License

- Request:** Inspection
 Copy/Duplicate

If costs for copies are assessed, the you have 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 \$20.00? If so, initial here: _____.

- Delivery Preference:** On-Site Pick-Up
 USPS First-Class Mail-Postage must be paid with copy costs
 Electronic
 Other: _____

[Complete the Written Request on the Following Page]

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.

Signature of Requestor

Signature of Public Records Request Coordinator

Date Submitted

Date Received