

PUBLIC RECORD REQUEST RESPONSE FORM B

BLOUNT COUNTY CIRCUIT COURT CLERK, MARYVILLE, TENNESSEE

Date: _____

_____: Email:
Requestor's Name and Contact Information

In response to your records request received on, _____ our office is taking the action(s) indicated below:

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

Location: 926 East Lamar Alexander Parkway, Maryville, TN 37804

Date & Time: _____

Copies of public record(s) responsive to your request are: ~~XXXXXXXXXXXXXXXXXXXX~~ Cost \$ _____

Attached

Available for pickup at the following location:

926 East Lamar Alexander Parkway, Maryville, TN 37804; 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.

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:

The estimated cost for the production will be \$ _____

If you have any additional questions regarding your record request, please contact our office at 865-273-5400 and ask to speak to someone in records.

Sincerely,
Blount County Circuit Court Records Management Clerk, PRRC

Date Request Received
Rev. 11/08/2017