

PUBLIC RECORD REQUEST RESPONSE FORM

Franklin County Register of Deeds 1 S. Jefferson St. Room 301 Winchester, TN 37398

Requestor's Name and Contact Information: _____

In response to your records request received on _____, our office is taking the actions 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: _____

Being delivered via: _____USPS First-Class Mail, _____Electronically, _____other

_____ Your request is denied on the following grounds:

- 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.
- 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: _____

If you have any additional questions regarding your record request, please contact Denise Marshall, Records Custodian or Mike Popik, Public Records Request Coordinator

Sincerely,

Denise Marshall, Franklin County Register of Deeds

1 S. Jefferson St., Room 300 Winchester, TN 37398

931-967-2840

