



John Cooper, Mayor

John C. Drake  
Chief of Police

**PUBLIC RECORD REQUEST RESPONSE FORM**

Governmental Entity Name and Address: MNPD Central Records Division 811 Anderson Lane, Suite 100 Madison, TN 37115

Date: \_\_\_\_\_ RE: \_\_\_\_\_

Requestor's Name and Contact Information: \_\_\_\_\_

In response to your records request received on \_\_\_\_\_ our office is taking the action(s) indicated below:  
[Date Request Received]

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.

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,

