

**PUBLIC RECORD REQUEST**

**CARROLL COUNTY, TENNESSEE**

**sbradberry@carroll.tn.org**

This office provides a public access to Carroll County criminal and civil records during normal business hours- 8am to 4pm. You may also visit the Tennessee Public Records System at <http://www.tncrtinfo.com>.

Certified copies may be requested for a fee of \$5 per certification and seal, plus \$0.50 per page, or \$0.50 per page for non-certified copies. Complete request (below), payment in full with cashiers check or money order. Please include a self-addressed, stamped envelope to the Criminal Court Clerk's Office at 99 Court Square, Suite 103 Huntingdon TN 38344. You may also call the Clerk's Office at 731-986-1929 to pay with a credit card or debit card. Your request will not be processed until paid in full.

DATE: \_\_\_\_\_

Requestor's name and contact information:

\_\_\_\_\_

Is the requestor a Tennessee citizen (please check one)?  Yes  No

Request (please check one below):

- Inspection
- Copy/Duplicate (see above for cost)

Delivery preference (please check one):  On-site pick-up  email  FAX  mail

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. Your record request must provide enough detail to enable the records custodian responding to identify the specific records you are seeking. **Please include delivery preference information.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requestor and Date submitted: \_\_\_\_\_

Signature of Public Records Request Custodian and Date Received: \_\_\_\_\_

**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) exist or this office does not maintain record(s) responsive to your request.
- No proof of Tennessee citizenship was presented with your request.
- 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 records(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 Sarah Bradberry at [sbradberry@carroll.tn.org](mailto:sbradberry@carroll.tn.org).