



Shelby County Election Commission

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. Please do not use this form to request voter lists or maps. Requests for voter data require a different form, since the requester must certify that they are using the voter records only for political purposes. That form can be found on ElectionsShelbyTN.gov or we will send you one.

SCEC Open Records Policy states: All requests for inspection or copies of documents are subject to the constraints of Commission staff while they carry out their duties to administer elections. For this reason, requests to inspect or obtain copies of documents will not be processed between ten (10) days prior to the start of early voting for an election, until after certification of that election.

Name: _____ Phone: _____

Email: _____ (If you want records emailed to you.)

Are you a Tennessee citizen? ☐ Yes ☐ No (Please include proof of TN citizenship.)

I want to ☐ Inspect Records ☐ Receive Copies

*There will be a charge for copies. For a complete fee schedule, see our policy at ElectionsShelbyTN.gov. Once we have determined the estimated charge, we will notify you of the cost. Our policy requires half of the estimated cost to be paid before we will begin copying the records. We **only accept cash**, a receipt will be provided.*

If you wish to have the records mailed to you, please provide a complete mailing address:

Records Requested: *Please provide a detailed description of the records 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. Requests for emails or contracts must be made with the Shelby County Attorney, as the Election Commission is not the custodian of those records.*

Signature of Requestor and Date Submitted

Signature of SCEC and Date Received

Deposit Receipt # _____ \$ _____

Final Receipt # _____ \$ _____

Email this form to: ElectionPubRecords@ShelbyCountyTN.gov or mail to: Shelby County Election Commission, 980 Nixon Drive, Memphis, TN 38134-7966

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