

VOLUNTEER STATE COMMUNITY COLLEGE  
**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.*

**To:** Volunteer State Community College  
Dr. Emily Short  
Vice President for Student Services  
[vpss@volstate.edu](mailto:vpss@volstate.edu)

**From:**

**Is the requestor a Tennessee citizen?**      **Yes**      **No**

Proof of Tennessee citizenship must be attached to the request at the time of submission.

**Request:** (The TPRA does not permit fees or require a written request for inspection only. See note below)

Inspection

Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ \_\_\_\_\_. If so, initial here: \_\_\_\_\_

<b>Delivery Preference:</b>	On Site	Pick-Up	USPS
	First-Class Mail	Electronic	Other:

**Records Requested:**

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Public Records Coordinator

\_\_\_\_\_  
Date Received

\* TN. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.