

## CHATTANOOGA FIRE & POLICE PENSION FUND

### PUBLIC RECORDS POLICY

**Purpose:**

Pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act ("TPRA") (Tenn. Code Ann. § 10-7-501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority by July 1, 2017. The policy adopted shall not impose requirements on those requesting records that are more burdensome than state law and shall include:

- The process for requesting access to public records and any required form(s);
- The process for responding to requests, including redaction practices;
- A statement of any fees charged for copies of public records and the procedures for billing and payment; and
- The name or title and contact information of the individual or individuals designated as the Public Records Request Coordinator(s).

Please contact the Chattanooga Fire & Police Pension Fund to request a copy of the Public Records Policy.

# Tennessee Open Records Request

## FORM A

Please show Photo ID issued by governmental entity including customers' address (*example: drivers' license*). List form of identification provided: \_\_\_\_\_

[PLEASE PRINT ON THIS FORM]

Today's Date: \_\_\_\_\_

### CUSTOMER INFORMATION:

Full Name (First and Last Name): \_\_\_\_\_

Mailing Address (*no P.O. Box*): \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone or Cell Number: \_\_\_\_\_

Driver License Number and State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Type of Record(s) Requested: \_\_\_\_\_

Describe the Record(s) Requested: \_\_\_\_\_

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

Charges for producing copies of Public Records are:

- \$0.15 per page for letter and legal-size black and white copies
- \$0.50 per page for letter and legal-size color copies
- CD copies are \$3.00 per disk.