Dear Sir or Madam:

On __________ , __________ received your open records request to inspect/receive copies of __________

Tennessee Code Annotated § 10-7-503(a) provides the following:

(2)(B) The custodian of a public record or the custodian's designee shall promptly make available for inspection any public record not specifically exempt from disclosure. In the event it is not practicable for the record to be promptly available for inspection, the custodian shall within seven (7) business days:

(i) Make such information available to the requestor;
(ii) Deny the request in writing or by completing a records request response form developed by the office of open records counsel. The response shall include the basis for the denial; or
(iii) Furnish the requestor a completed records request response form developed by the office of open records counsel stating the time reasonably necessary to produce such record or information. [emphasis added]

This Office is currently in the process of retrieving, reviewing, and/or redacting the requested records. In accordance with the above-cited law, this letter is being sent to inform you that by __________ either the records you have requested to inspect/receive copies of will be available or a determination of accessibility and availability will be made regarding the requested records.

If you have any additional questions please contact __________

Sincerely,

__________________________

Records Production Letter

Form #CT-0446
Revised 12/10
RECORDS REQUEST DENIAL LETTER

Dear Sir or Madam:

On ______________________ received your open records request to inspect/receive copies of ______________________

After reviewing the request, this Office is unable to provide you with either all or part of the requested record(s). The basis for this denial is:

☐ No such record(s) exists.
☐ This office does not maintain record(s) responsive to your request.
☐ Additional information is needed to identify the requested record(s): ______________________

☐ The following law (citation and brief description why access denied):

☐ Tenn. Code Ann. Section: ______________________
☐ Court Rule: ______________________
☐ Common Law Provision: ______________________
☐ Federal Law (HIPAA, FERPA, etc.): ______________________

If you have any additional questions please contact ______________________

Sincerely,

__________________________

Records Request Denial Letter

Form #CT-0447
Revised 12/10