

HAMILTON COUNTY, TENNESSEE GENERAL GOVERNMENT

The Tennessee Public Records Act (TPRA) grants Tennessee citizens an enforceable right to access open public records that exist at the time of the request. However, it is the policy of Hamilton County, Tennessee, General Government to extend such open public records access to all members of the public, regardless of residency. The TPRA does not require Records custodians or the Public Records Request Coordinator to compile information or create or recreate records that do not exist. Certain information is not public, which may require that the requested records be redacted prior to being provided.

To: Public Records Request Coordinator **Date of Request:** _____
Submit this printed form to: Hamilton County Election Commission
ATTN: Public Records Request Coordinator
700 River Terminal Road
Chattanooga, TN 37406

From:

Requestor's Name: _____ Requestor's Phone Number: _____
Requestor's Mailing Address: _____ Requestor's Email Address: _____

Is Requestor a TN Resident? Yes No

Type of Request:

- Inspection Only:** (The TPRA does not permit fees or require a written request for "Inspection Only" requests.)
- Copy / Duplicate:** Copies not exceeding a cost of \$3 will be provided at no charge. Thereafter, fees will be assessed pursuant to the Hamilton County Public Records Policy. You will be provided an estimate of anticipated costs, which must be paid in advance of
- Electronic:** If costs for electronic copies are assessed, such will be calculated pursuant to the Hamilton County Public Records Policy, and you will be provided an estimate of anticipated costs. Estimated costs must be paid in advance of production of any records. Additionally, if the records requested are too voluminous to be sent by email, or if they are redacted, access will be provided via the internet.

Additional Fees: If the final cost of fulfilling the records request is more than the estimated amount, Requestor must pay the difference before records will be provided.

Delivery Preference: On-site Pickup USPS First Class mail
 Electronic (CD) Other: _____
 email / FTP

Records Requested: Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the PRRC and/or Records Custodian responding to the request to identify the specific records you are seeking.

Circle what you would like in your order		
All files will be in Excel format unless also ordering voting history		
Municipality:	County Comm.	Senate
All	School Board	10
Chattanooga	City Council	11
Collegedale	1	
East Ridge	2	
Lakesite	3	
Lookout Mountain	4	House
Red Bank	5	26
Ridgeside	6	27
Signal Mountain	7	28
Soddy Daisy	8	29
Walden	9	30

All List Data is \$40.00 **Check** **or**
 (add \$2 convenience fee) **Card**

Voting History? yes or no
 (This file requires a database program like Microsoft Access)

Precinct(s) _____

Election(s) _____

Comments _____

THERE ARE NO WARRANTIES, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES COVERING THE MAGNETIC MEDIA, THE DOCUMENTATION OR THE SOFTWARE PROGRAM INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

An implied warranty of merchantability means that the product will work normally and an implied warranty of fitness means that a product is suitable for the use for which it is advertised.

THE ELECTION COMMISSION SHALL NOT IN ANY CASE BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR OTHER SIMILAR DAMAGE ARISING FROM BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, OR ANY OTHER LEGAL THEORY EVEN IF THE ELECTION COMMISSION OR ITS AGENTS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

This means the Election Commission will not be responsible for any costs, including but not limited to, those incurred as a result of lost profits or revenue, loss of use of the software, loss of data, the cost of recovering such data, or the cost of substitute software of claims by third parties. In no case shall the Election Commission liability exceed the amount of the purchase fee.

As required by T.C.A §2-2-138(d)(1), I certify that the voter list(s) I am purchasing today will be used for political purposes only. False certification is a Class B misdemeanor §2-2-138(s) and punishable by a \$500 fine.

By my signature below, I acknowledge my understanding that I must pay all fees before any records will be produced and/or made available to me.

 Signature of Requestor

This section to be completed by Public Records Request Coordinator

Date Request Received: _____
 Forwarded to: _____
 Method of Pmnt: Check or Card

Assigned Tracking Number (if any): _____
 Date Fulfilled: _____
 PRRC: _____