

**PUBLIC RECORDS REQUEST FORM**  
**MORGAN COUNTY ELECTION COMMISSION**

*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:** Morgan County Election Commission, 415 N. Kingston St., PO Box 266, Wartburg, TN 37887  
Phone 423-346-3190, Fax 423-346-4350, email Election@Highland.net

**From:** \_\_\_\_\_  
\_\_\_\_\_

**Is the requestor a Tennessee citizen?**  Yes  No (attach valid proof of TN residency)

- Request:**
- Inspection (The TPRA does not permit fees or require a written request for inspection only.)
  - Copy/Duplicate general office records other than voter registration/history.  
Costs of copies are established by Morgan County government at \$0.50 per page (ref. legislative act of month/day/year).
  - Printing and duplicating voter registration/history (also complete form #SS-3065):  
As established by State Election Commission;  
Computer Printouts: Straight List=\$0.03/name, Labels=\$0.05/name + label costs  
Computer Discs: Min. set up fee=\$35.00, Max set up fee=\$75.00
  - Files generated/reproduced and transferred electronically such as email:  
As established by Morgan County Election Commission: No Charge

When costs for copies are assessed, the requestor has a right to receive an estimate.

*All charges are only payable to Morgan County Trustee and shall be receipted. The Morgan County Election Commission does not receive or handle money or any forms of payment. The receipt obtained from the Morgan County Trustee shall be presented to Morgan County Election Commission as proof of payment for charges associated with the request for processing.*

**Delivery preference:**  On-Site Pick-Up  USPS First-Class Mail  
 eMail (no cost)  Other: \_\_\_\_\_

**Records Requested:**

Provide a detailed description of the record(s) 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. 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 records custodian responding to the request to identify the specific records you are seeking.

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\_\_\_\_\_  
Signature of Requestor and Date Submitted

\_\_\_\_\_  
Signature of Public Records Request Coordinator and Date Received