



INSTRUCTIONS FOR RECORDS REQUEST

Codes Enforcement records are available for Tennessee residents and require proof of Tennessee residency.

Please fill out fields 1-4 of the Records Request Form below and return it with a copy of driver's license, ID, or other proof of residency. Requests should be emailed to cmburke@knoxvilletn.gov.

Most requests are fulfilled within ten days, but depending on volume, it can take longer. If it does, our office will provide an estimate for fulfillment time.

If there is a cost associated with your request, you will be provided an estimate prior to fulfillment. If you proceed, you can either mail a check, bring payment in person, or pay with a credit card over the phone.

We can provide one of the following three options; please specify which one on your request:

- All currently open codes records
 - Some of these may date back several years, but they are still in violation.
 - This list ends up including between 800-1200 records.
- A list of currently open codes record generated during a specific time frame
 - You can limit this to records entered during a time frame of your choosing.
 - This will not include records that were previously in violation but later corrected by either the owner or the City.
- A list of all complaints that were generated during a specific time frame
 - You can limit this to the time frame of your choosing.
 - This will include all complaints that came in, even those that were not in violation and ones that were in violation but later corrected by either the owner or the City.

Requests for other types information will be considered but may not be available.



CITY OF KNOXVILLE REQUEST FOR INSPECTION AND DUPLICATION OF PUBLIC RECORDS

Requestor Instructions: To make a request for copies of public records fill in sections 1-4. Do not sign and date the signature line until the records are received.

Custodian Instructions: For requests to inspect only, the records custodian is to fill in sections 1-5 and 8. For requests for copies, the records custodian is to fill in sections 5-8. Do not sign and date the signature line until the records are delivered to the requestor. Payment is due prior to delivery of copies.

NOTE: Pursuant to Tenn. Code Ann. § 10-7-503(a)(7)(A), unless the law specifically requires it, a request to inspect public records (without copying) is not required to be writing, nor can a fee be assessed for inspection of records (without copying).

1. Name of requestor: _____
(Print or Type; Initials required for copy requests)

2. Form of identification provided:
 Photo ID issued by governmental entity including requestor's address
 Other: _____

3. Requestor's address and contact information:

4. Record(s) requested for inspection/copying:
a. Previously inspected on _____ (date)
b. Type of record: Minutes Annual Report Financial Statements
 Budget Employee file Photograph/video
 Accident/Incident Report Contract Other
c. Detailed description of record(s) including relevant date(s) and subject matter:

5. Request submitted to: _____
(Name of Governmental Entity, Office or Agency)
a. Employee receiving request: _____
(Print or Type and Initial)
b. Date and time request received: _____
c. Response: Same day Other: _____

6. Costs

- a. Number of pages to be copied: _____ Estimated
- b. Cost per page: 15 ¢ (black and white) 50 ¢ (color)
- c. Estimate of labor costs to produce the copy (for time exceeding the first hour):
 - Labor at \$ _____ /hour for _____ hour(s).
 - Labor at \$ _____ /hour for _____ hour(s).
 - Labor at \$ _____ /hour for _____ hour(s).
- d. Programming cost to extract information requested: _____
- e. Method of delivery and cost: _____ Estimated
 - On-site pick-up U.S. Postal Service Other: _____
- f. Estimate of total cost to produce request: _____
- g. Estimate of cost provided to requestor: in person by USPS by phone
Other: _____

7. Form, Amount, Date of Payment:

- a. Form of payment: Cash Check Other _____
- b. Amount of payment: _____
- c. Date of payment: _____

8. Date of Delivery: _____

Signature of Records Custodian

Date

Signature of Requestor

Date