

## **ORUD Public Records Policy Section II**

*(to accompany the Public Records Request Form)*

### **II. Requesting Access to Public Records**

- A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC should request a mailing [or email] address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection shall be made orally or in writing using the attached Public Records Request Form or at 120 S. Jefferson Circle, Oak Ridge, Tennessee or by phone at 865-483-1377.
- D. Requests for copies, or requests for inspection and copies, shall be made in writing using the attached Public Records Request Form or at 120 S. Jefferson Circle, Oak Ridge, Tennessee.
- E. Proof of Tennessee citizenship is required as a condition to inspect or receive copies of public records. Requestor may present a valid Tennessee driver's license or two of the following documents: current utility bill (wireless not accepted); current rental/mortgage contract or receipt; current auto, life, or health insurance policy; current Tennessee motor vehicle registration or title; current Tennessee voter registration; current Internal Revenue Service tax reporting W-2 form within last 12 months; receipt for real estate taxes paid within the past last year; Individual Taxpayer Identification Number (ITIN) issued by the Internal Revenue Service.