



## MEMPHIS LIGHT, GAS AND WATER DIVISION Public Record Inspection Form

If you are a citizen of the State of Tennessee, you may request to view during business hours those MLGW records permitted to be inspected under the Tennessee Public Records Act (TCA 10-7-503 et. Seq.) by completing and submitting this Public Records Inspection Request Form to MLGW Records Custodian at 220 S. Main, Memphis, TN, 38103. To submit a request electronically, please forward to [mlgwpublicrecords@mlgw.org](mailto:mlgwpublicrecords@mlgw.org).

Depending on the type of records requested, you may be required to pay a record retrieval fee in advance.

1. \$0.15 per page for letter and legal-size black and white copies.
2. \$0.50 per page for letter and legal-size color copies.
3. Other: the cost of the medium on which the records are provided.
4. Labor, when time exceeds 1 hour.
5. If an outside vendor is used, the actual costs assessed by the vendor. The reproduction/labor cost will be calculated by MLGW and paid in advance of reproduction.

*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.*

Your Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Tennessee Drivers License No. or copy  
of other proof of Tennessee Citizenship \_\_\_\_\_

Organization or person represented \_\_\_\_\_

Specific Records Requested \_\_\_\_\_

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I certify that I am a citizen of Tennessee

Signature \_\_\_\_\_ Date \_\_\_\_\_