



Records Request Denial Letter

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee
Municipal Technical Advisory Service
1610 University Avenue
Knoxville, TN 37921-6741
865-974-0411 phone
865-974-0423 fax
www.mtas.tennessee.edu

Table of Contents

Records Request Denial Letter	3
-------------------------------------	---

Records Request Denial Letter

Reference Number: MTAS-454

RECORDS REQUEST DENIAL LETTER

(Insert Agency Name and Address)

(Insert Date)

Dear Sir or Madam:

On (insert date) this office received your open records request to inspect/receive copies of (insert type of records). After reviewing the request, this office is unable to provide you with either all or part of the requested record(s). The basis for this denial is:

_____ No such record(s) exist.

_____ This office is not the records custodian for the requested record(s).

_____ Additional information is needed to identify the requested record(s):

_____ The following law (citation and brief description why access is denied):

_____ Tenn. Code Ann. Section: _____

_____ Court Rule: _____

_____ Common Law Provision _____

_____ Federal Law (HIPAA, FERPA, etc.) _____

If you have any additional questions, please contact (insert contact Person and phone number).

Sincerely,

(Record Custodian's signature and title with contact information)

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be

applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE