



PUBLIC RECORD REQUEST RESPONSE FORM

February 11, 2019

Cary and Lou Melton
[REDACTED]

In response to your records request received on February 06, 2019, for "a party of minimum 4 Lakeland citizens wish to inspect the LSS 2018 financial records which includes check register, invoices, cash receipts. We wish to begin with the check register ASAP. We wish to review 2017 financial records after we complete 2018. We also wish to review separate accounts for construction of LMPS," our office is taking the action(s)¹ indicated below:

✓ The following public record(s) responsive to your request will be made available for inspection:

2017-2018 check register and cash receipt register

Location: Lakeland City Hall, 10001 Highway 70, Lakeland, TN 38002

Date & Time: Monday, February 11, 2019, between 12:30 p.m. – 4:30 p.m.

(1) box of 2017-2018 accounts payable records (invoices)

Location: Lakeland City Hall, 10001 Highway 70, Lakeland, TN 38002

Date & Time: Wednesday, February 20, 2019, 9:00 a.m.

Copies of public record(s) responsive to your request are:

Attached;

Available for pickup at the following location:

_____ ; or
 Being delivered via: USPS First-Class Mail Electronically Other:

Your request is denied on the following grounds:

Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).

No such record(s) exists, or this office does not maintain record(s) responsive to your request.

No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

You are not a Tennessee citizen.

You have not paid the estimated copying/production fees.

The following state, federal, or other applicable law prohibits disclosure of the requested records:

¹ If all requested records do not have the same response, so indicate.

- ✓ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
- It has not yet been determined that records responsive to your request exist; or
 - ✓ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is:

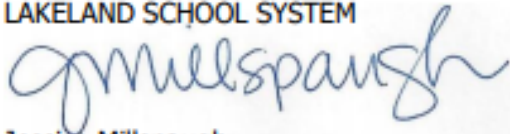
Due to the volume of records requested for inspection and the possible redaction required, one (1) box of accounts payable records will be made available for inspection each week on Wednesday at 9:00 a.m., beginning Wednesday, February 20, 2019.

There is a total of seven (7) accounts payable boxes for 2017-2018 and 2016-2017 (estimated 14,000 pages), and as requested, 2017-2018 will be the first boxes provided for inspection. The 2016-2017 check register and cash receipt register will be available for inspection at the completion of the inspection of 2017-2018 accounts payable, as requested.

If you have any additional questions regarding your record request, please contact me at (901) 867-5412.

Sincerely,

LAKELAND SCHOOL SYSTEM



Jessica Millspaugh
Human Resources Director

CITY OF
LAKELAND

TENNESSEE

10001 US Highway 70 • Lakeland, TN 38002
Phone: (901) 867-2717 | Fax: (901) 867-2063

PUBLIC RECORDS REQUEST FORM

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: Ms. Jessica Millsbaugh *Debra Murrell + LSS*
Finance Director/City Recorder
City of Lakeland
10001 Highway 70
Lakeland, TN 38002

From: Name: *Lillie Melton*
Address: [REDACTED]
Phone: [REDACTED]
Email: [REDACTED] *net*

Is the requestor a Tennessee citizen? Yes No

Request: Inspection (The TPRA does not permit fees or require a written request for inspection only.)
 Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____

Delivery preference: On-Site Pick-Up USPS First-Class Mail
 Electronic 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.

A party of minimum 4 Lakeland citizens wish to inspect the LSS 2018 financial records which includes check register, invoices, cash receipts. We wish to begin with the check register ASAP. We wish to review 2017 financial records after we complete 2018. We also wish to review separate accounts for construction of LMP5

Lillie Melton 2/5/2019
Signature of Requestor and Date Submitted

J Millsbaugh 2/6/19
Signature of Public Records Request Coordinator and Date Received

* Note, Tenn. Code Ann. § 10-7-504(a)(2)(C) permits charging for redaction of private records of a utility.