Exhibit 3

PUBLIC RECORD REQUEST RESPONSE FORM
[Insert TBR Institution Name and Address]

[Date]

[Requestor’s Name and Contact Information]:

In response to your records request received on [Date Request Received], our office is taking the action(s)\(^1\) indicated below:

- The public record(s) responsive to your request will be made available for inspection:
  - Location: ________________________________
  - Date & Time: ________________________________

- Copies of public record(s) responsive to your request are:
  - Attached;
  - Available for pickup at the following location:
    - 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:

- 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: ________________________________

If you have any additional questions regarding your record request, please contact [Records Custodian or Public Records Request Coordinator].

Sincerely,

[Records Custodian or Public Record Request Coordinator]
[Name, Title, and Contact Information]

\(^1\) If all requested records do not have the same response, so indicate.