

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**.

Depending on the type of records requested, you may be required to pay a record retrieval fee in advance. If you request reproduction of these records, you will be charged the actual cost incurred by MLGW to reproduce the records or fifty cents (\$0.50) per page. If documents and/or records are copied to redact confidential information, the requesting party will pay an additional fifty cents (\$0.50) per page for the cost of those copies. The reproduction cost will be calculated by MLGW and paid in advance of reproduction.

Your Name _____ Phone # _____

Address _____ Zip _____

Tennessee Drivers License No. or copy
of other proof of Tennessee Citizenship _____

Organization or person represented _____

Specific Records Requested _____

I certify that I am a citizen of Tennessee

Signature _____ Date _____