



# HOW TO MAKE A PUBLIC RECORDS REQUEST

In Sumner County, access to public records are governed by the Sumner County Public Records Request Policy and the Tennessee Public Records Act.

## WHO DO I CONTACT TO MAKE A PUBLIC RECORDS REQUEST?

All public records requests for inspections and/or copies of records must be made to the Public Records Request Coordinator or the Department's Records Custodians (listed below). Requests for copies must be made in writing using the Public Records Request Form or requests can be e-mailed to [leahmay@sumnercountylaw.com](mailto:leahmay@sumnercountylaw.com).

*Please note, the Coordinator or Custodian may ask the requestor to provide documentation confirming Tennessee citizenship.*

Public Records Request Coordinator  
 Contact Information  
 Leah May Dennen  
 Phone: (615)451-6060  
 E-mail: [leahmay@sumnercountylaw.com](mailto:leahmay@sumnercountylaw.com)  
 Fax: 615-451-6061

After receiving your request, the Coordinator or Custodian will work to complete your request. If your request cannot be completed promptly, the Coordinator will contact you with the estimated time necessary to complete the request. *Please note, there may be a cost for the production of your request (if you have requested copies).* The Coordinator will inform you of any cost up-front before fulfilling your request.

Your request may be denied if it falls under an exception to the Tennessee Public Records Act. You will be informed in writing if your request is denied.

## QUESTIONS OR CONCERNS?

Contact the Sumner County Law Director's Office at 615-451-6060

Records Custodian Contact Information	
Department	Records Custodian and E-mail
Building and Codes Department	Debi Smith <a href="mailto:dsmith@sumnertn.org">dsmith@sumnertn.org</a>
Circuit Court Clerk	Kathryn Strong <a href="mailto:kathryn.strong@tncourts.gov">kathryn.strong@tncourts.gov</a>
County Clerk	Maria Savage <a href="mailto:msavage@sumnertn.org">msavage@sumnertn.org</a>
County Executive's Office	Caitlin Tran <a href="mailto:ctran@sumnertn.org">ctran@sumnertn.org</a>
County Trustee	Cindy Cantrell <a href="mailto:ccantrell@sumnertn.org">ccantrell@sumnertn.org</a>
Elections Commission	Annette Haw <a href="mailto:AnnetteHaw@sumnertn.org">AnnetteHaw@sumnertn.org</a>
Emergency Management	Ken Widener <a href="mailto:kwidener@sumnertn.org">kwidener@sumnertn.org</a>
Emergency Medical	Jay Austin <a href="mailto:jayaustin@sumnerems.org">jayaustin@sumnerems.org</a>
Finance Department	Jessica Allison <a href="mailto:jallison@sumnertn.org">jallison@sumnertn.org</a>
Health Department	Hal Hendricks <a href="mailto:hal.hendricks@tn.gov">hal.hendricks@tn.gov</a>
Highway Department	Sheila Troutt <a href="mailto:stroutt@sumnertn.org">stroutt@sumnertn.org</a>
Law Director's Office	Leah May Dennen <a href="mailto:leahmay@sumnercountylaw.com">leahmay@sumnercountylaw.com</a>
Office of the Clerk and Master	Mark Smith <a href="mailto:mark.smith@tncourts.gov">mark.smith@tncourts.gov</a>
Planning and Stormwater Department	Linda McCullough <a href="mailto:lmccullough@sumnertn.org">lmccullough@sumnertn.org</a>
Register of Deeds	Holly Hemmrich <a href="mailto:hhemmrich@sumnertn.org">hhemmrich@sumnertn.org</a>
Risk Management	Leah May Dennen <a href="mailto:leahmay@sumnercountylaw.com">leahmay@sumnercountylaw.com</a>
Sheriff's Office	Michelle Denning <a href="mailto:mdenning@sumnersheriff.com">mdenning@sumnersheriff.com</a>
Tax Assessor	Paul A. Fornes <a href="mailto:paulfornes@sumnertn.org">paulfornes@sumnertn.org</a>
Veteran's Affairs	Darryl Eubanks <a href="mailto:deubanks@sumnertn.org">deubanks@sumnertn.org</a>

