

# Tazewell County Consolidated Communications



## Freedom Of Information Act - Request Form

1. Name of person making request: \_\_\_\_\_
2. Address of person making request: \_\_\_\_\_
3. Email Address of person making request: \_\_\_\_\_
4. Telephone number of person making request: \_\_\_\_\_
5. Date of request: \_\_\_\_\_
6. Is request for commercial purposes? (Yes / No)

*Commercial purposes means the use of any part of a public record, or information derived from a public record, in any form for sale, resale, or solicitation or advancement for sale or services.*

Describe in detail below the public records you are requesting, including the period of time for which records are sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the form of the requested materials (i.e. paper copies or specific electronic format):

\_\_\_\_\_

Do you want to receive the response via email? (Yes/No) \_\_\_\_\_  
All copies of phone/radio recordings will be sent via email only

**TC3 will respond to the above request within five (5) working days starting one day after the date TC3 receives the above request unless an extension of time is required, as permitted in Section 3(e) of the Act. You will be notified in writing if an extension is required.**

\_\_\_\_\_  
Signature of person making request

### [FOR OFFICE USE ONLY] FOR COMPLETION BY FOIA OFFICER

Date received: \_\_\_\_\_  
Date response time expires: \_\_\_\_\_  
Copy of request and attachments filed: \_\_\_\_\_  
Extension of time required and reason: \_\_\_\_\_  
Request granted : \_\_\_\_\_  
Request denied / denied in part: \_\_\_\_\_  
Basis for denial: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_