

HAMILTON COUNTY, TENNESSEE GENERAL GOVERNMENT
PUBLIC RECORDS REQUEST RESPONSE FORM

Date: _____ Assigned Tracking Number: _____

Date Request Received: _____

To: _____

In response to your records request received on the above-indicated date, and given the Assigned Tracking Number¹ noted above, our office is taking the action(s) indicated below:

The public record(s) responsive to your request are available as follows:

- Copies available for pick up Inspection

Department/Location	Date and Time

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

- Attached/Enclosed
 Being delivered via: USPS First-Class Mail Electronically

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.
 You have not paid the estimated copying/production fees.

¹ A Response Form should be completed for each separate tracking number.

- The following state, federal, or other applicable law(s) 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.
- 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 me as indicated below.

Sincerely,

- _____
- Departmental Records Custodian
 - Departmental Public Records Request Coordinator

Department/Office: _____

Email: _____

Phone: _____

Mailing Address: _____

Cc: County Public Records Request Coordinator