

PUBLIC RECORD REQUEST RESPONSE FORM

Governmental Entity Name and Address: City of Greenback

Date: 11-5-18

Requestor's Name and Contact Information: Wendy Tittsworth

In response to your records request received on 10-26-18 our office is taking the action(s)¹ indicated below: [Date Request Received]

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: City of Greenback; or
 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. Your #2
 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:
#4 - Only Coverages Page Available. All other information Protected by HIPPA

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: (5) Five business days after cash payment of costs received in advance

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

Sincerely, Jon Reu

[Name, Title, and Contact Information]

