

**ROANE COUNTY E-911**

330 Cardiff Valley Rd. / P.O. Box 236  
 Rockwood, TN 37854  
 865-354-0704 (phone) / 865-354-8481 (fax)

**RECORDS REQUEST FORM**

Your name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Date and time of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Description of incident: \_\_\_\_\_

Name(s) of individual(s) involved: \_\_\_\_\_

Additional information: \_\_\_\_\_

Records requested:  CAD record  Radio recording  Phone recording

Delivery method:  Pickup  Mail  Email

Signature of requestor: \_\_\_\_\_ Date: \_\_\_\_\_

\* audio recordings are .wav files which can be played on most computers, CDs are data CD format.

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 OFFICE USE ONLY

Date received: \_\_\_\_\_  Estimated cost report given to requestor

Date completed: \_\_\_\_\_  Fees waived

Notes: \_\_\_\_\_

\_\_\_\_\_

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