ROANE COUNTY E-911
4390 Roane State Hwy.
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: ____________________

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Additional information: ____________________

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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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