

APPENDIX A

REQUEST FOR PUBLIC RECORDS

To: Mrs. Janet Johnson, BS
Director of Business Operations
Tazewell County Health Department
21306 Illinois Route 9
Tremont, IL 61568-9252
Attn: FOIA REQUEST

From: _____

Name

Address

Phone Number

Description of request Record (s) – Be as specific as possible

Please indicate if you wish to inspect the above captioned records or a copy of them

_____ Inspection

_____ Copy

_____ Both

Do you wish to have copies certified? _____

FOR OFFICE USE ONLY

Date Received

Date Response Due

Notations Regarding Oral Communications or Other Items: