

APPENDIX A
REQUEST FOR PUBLIC RECORDS

To: Mrs. Melissa Goetze, BS
Director of Environmental Health
Tazewell County Health Department
21306 Illinois Route 9
Tremont, IL 61568-9252
Attn: FOIA REQUEST
309-925-4100 (fax)
mgoetze@tchd.net

From: _____

Name

Address

Phone Number

Mrs. Janet S. Johnson, BS
Director of Business Operations
Tazewell County Health Department
21306 Illinois Route 9
Tremont, IL 61568-9252
Attn: FOIA REQUEST
309-925-4381 (fax)
jjohnson@tchd.net

Email Address

Fax Number

Description of request Record (s) – Be as specific as possible, include dates where applicable:

-

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

_____ Inspection

_____ Copy

_____ Both

Preferred method of response (mark please).

_____ Email

_____ Fax

_____ Phone

_____ Mail

_____ Certified Mail

FOR OFFICE USE ONLY

Date Received

Date Response Due

Notations Regarding Oral Communications or Other Items: