

Town Of Spring City

Mayor – Leon Locke
Vice Mayor – Jody Bauer
Commissioner – Reba Murphy
Commissioner – Kevin Jenkins
Commissioner – Thomas Beaver



City Manager – Stephanie Motes
City Recorder – Brenda Dodson
Public Works Director – Kevin Hackler
Police Chief – Roger Day
Fire Chief – Kevin Hackler

PUBLIC RECORD REQUEST RESPONSE FORM B

The Town of Spring City
369 Front Street
Spring City, TN 37381

Date: _____

Requestor's Name and contact Information

In response to your records request received on _____, our office is taking the action(s)1 indicated below: Date Request Received 1 If all requested records do not have the same response, so indicate.

☐ 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 _____
☐ 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

☐ 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 _____

(OVER)

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☐ 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:

If you have any additional questions regarding your record request, please contact the Public Records Request Coordinator.

Sincerely,
Brenda Dodson
City Recorder
229 Front Street
Spring City, Tennessee 37381