ROUTT COUNTY COMMUNICATIONS
REQUEST FOR PHONE/RADIO RECORDING

Comm. Spec. Completing Form: _____

Requested by _____Date of request_____

Agency_____ Phone #_____

Reason For Request_____

Date/Time of Audio_____

Agency(s) Involved _____Case #_____

Name(s) Involved_____

Circumstances_____

NEED: ☐Phone Conversation ☐Radio Conversation ☐Both

Date Needed (Minimum of 24 Hours)
_____

Approved By_____Date_____
Communications Director

Tape Provided_____ Audio Returned
_____

Date Research (Tagged) Completed_____ Actual Time To Complete _____

By _____

Date Audio Completed _____ Actual Time To Complete
_____

By _____

WHEN CHARGES ARE APPLICABLE, THE FOLLOWING FEES APPLY:

Search for Audio - $37.40/Hour (1 hour minimum)
Media (C.D. Only) - $2.00/Each
Paper Copies (If Any) - $.50/Each
Shipping (If Required) - $5.00