

Jo-Carroll Depot Local Redevelopment Authority

REQUEST FOR PUBLIC RECORDS

Under the Illinois Freedom of Information Act

Requestor's Name			Telephone #
Address			Cell phone #
City	State	ZIP	E-Mail Address
Do you wish to inspect or receive a copy of the requested records? Inspect <input type="checkbox"/> Receive <input type="checkbox"/> If requesting a copy, what format (Paper or Electronic – if feasible)? Paper <input type="checkbox"/> Electronic <input type="checkbox"/>			
Records requested: <i>*Please provide as much detail as possible so the public body can identify the information that you are seeking. If needed, you may attach additional pages.</i>			
Is this request for a commercial purpose? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140/3.1(c))</i>			
<ul style="list-style-type: none"> - Please complete the form and mail, fax, email or hand deliver directly to a FOIA officer. <i>To submit this form via email, the request must be included in the body of the email. Public Bodies are not required to open links or attachments to view a FOIA request.</i> - Copy fees: For black and white, letter or legal sized copies, the first 50 pages are free, any additional pages will be charged at \$0.15 per page. Color and abnormal size copies will be charged the actual cost of copying. - Other fees may apply for the actual cost for reproducing records but shall not include personnel costs. 			
For Office Use Only:			
Date Request Received: _____		Date Response Due: _____	
<small>Responses are due within 5 business days after receipt of the request unless the time is properly extended under Section 3(e) of the Act (5 ILCS 140/3)</small> <small>Responses to requests for records to be used for a commercial purpose are due within 21 working days after receipt as defined in Section 3.1 of the Act (5 ILCS 140/3.1)</small>			
FOIA Officer responsible for the request: _____		Date Response Sent: _____	
Was the request accepted or denied under FOIA exemption? Accepted <input type="checkbox"/> Denied <input type="checkbox"/>			
Description of records provided: _____			
Fees that apply (if applicable): _____			