

Upper Mississippi River International Port District

REQUEST FOR PUBLIC RECORDS

Under the Illinois Freedom of Information Act

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|--|----------------|
| 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): _____ | |