

**PUBLIC RECORDS EXAMINATION REQUEST
FILED THROUGH THE ILLINOIS FREEDOM OF INFORMATION ACT**

Instructions: Please forward to Freedom of Information Officer, Macon County Conservation District, 3939 Nearing Lane, Decatur, IL 62521. The form may also be faxed to 217-423-2837. Retain a copy of this request for your files. The District's response will be forthcoming within five (5) business days after the date of receipt of the request. If your request is denied, a reply will be sent within five (5) business days after the date of receipt of the request.

Records Requested: Provide as much specific detail as possible so we can identify the information you are seeking. Please print or type.

Name of person making request _____

Organization, Business Affiliation, Agency _____

Mailing Address _____

Phone Number _____ **Fax Number** _____

E-mail (optional) _____

Please check the box, which applies to your request:

- I will examine the records at the District's administrative offices. I understand I will be notified by mail, e-mail or telephone, of the availability of records for my examination within five (5) business days after the date of the receipt of the request. Upon such notification, I will call 217-423-7708 to schedule an appointment. The hours of examination are Monday through Friday, from 8 a.m. to 4:30 p.m.
- I would like the records reproduced and copies sent to me. I agree to pay in person, or by mail, the amount of the cost of reproduction, delivery and certification of copies if requested, prior to the copies being delivered. There is no charge for the first 50 pages of black & white, letter or legal sized copies. Additional copies are 15 cents per page. For color or oversized copies, the actual cost of reproducing the records will be charged.
- I would like to request certification of the photocopies. An additional charge of \$1.00 per document applies.

Is this request for a Commercial Purpose? YES or NO (please circle) The District will respond to a request for records to be used for a commercial purpose within 21 working days after receipt of the request. *(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)).*

Signature Date

Schedule of Fees

	# of Copies	Price Per Unit	Total		# of Copies	Price Per Unit	Total
Photocopies		\$.15	_____	Certification		\$ 1.00	_____
(over 50 pages)			_____	Postage			_____
Color/Oversized			_____	Other			_____
Other mediums			_____	TOTAL			_____

Please make check payable to: Macon County Conservation District

Received by: _____

Signature Date Freedom of Information Officer Date