



RECORD REQUEST FORM

***Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request. ***

Name and Address of Public Body Receiving Request: _____

Date Requested: _____

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone (Optional): _____ E-mail (Optional): _____

Fax (Optional): _____

Records Requested: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

Do you want copies of the documents? YES or NO (We will only email up to 5 pages)

--Do you want Electronic Copies or Paper Copies? _____

--If you want Electronic Copies, in what format? _____

Is this request for a Commercial Purpose? YES or NO

(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)).

Are you requesting a fee waiver? YES or NO There will be a charge of \$.10 per copy charge

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Exemptions to Disclosure: I.C. § 5-14-3-4 •

4(a) Confidential categories:

- o Declared confidential by state statute
- o Required to be kept confidential by federal law
- o Declared confidential by rule
- o Patient medical records created by a provider
- o A social security number contained in an agency's records •

4(b) Discretionary categories:

- o Investigatory Records of Law Enforcement
- o Attorney work product
- o Inter or intra-agency deliberative material
- o Expressions of opinion or speculative in nature and communicated for purpose of decisionmaking
- o Personnel file information may be withheld, but some portions must be disclosed:

Name, compensation, job title, business address, business telephone number, job description, education and training, previous work experience, or dates of first and last employment; Information relating to status of formal charges against employee; and The factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted, or discharged. *Personnel file must always be made available to the affected employee or applicant.