



# City of Marshall

## REQUEST FOR PUBLIC RECORDS UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT.

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

### PLEASE PRINT

Name: \_\_\_\_\_

Address (Street, City, State, Zip): \_\_\_\_\_

Telephone Number (Optional): \_\_\_\_\_ Email (Optional): \_\_\_\_\_

I hereby request the following records. I am describing them in detail, and I will attach a separate sheet if necessary. (Please specify department and records sought be specific, include dates, times and as much information as possible.)

Do you want copies of the documents? YES or NO Do you want Electronic or Paper Copies? *(circle one)*

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 commercial purpose, if request to do so by the public body. 5 ILCS 140.2.1(c))*

Are you requesting a fee waiver? YES or NO

*(If you are requesting that the public body waive any fees for coping 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 140.2.1(c))*

The City of Marshall will respond to the above request within five (5) working days from the date of receipt unless one or more of the seven (7) reasons for an extension of time provided for in Section 3(d) of the Act are invoked by the City. (A copy of Section 3(d) of the Act is included for your information on the reverse side of this form.)

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date of Request

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### To Be Completed by Office

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Date Request Received: \_\_\_\_\_ Submitted by \_\_\_\_\_ Email \_\_\_\_\_ U.S.Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person

Cost: \_\_\_\_\_ Copies \_\_\_\_\_ Mapping: \_\_\_\_\_ Certified Mail: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Date Records either Personally Given \_\_\_\_\_ or Mailed \_\_\_\_\_

Denied/Reason Why \_\_\_\_\_

Deferred/Reason Why \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Request Fulfilled



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Section 3(d) of the Illinois Freedom of Information Act

Section 3(d) provides that the time period may be extended if:

- (i) the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- (ii) the request requires the collection of a substantial number of specified records;
- (iii) the request is couched in categorical terms and requires an extensive search for the records responsive to it;
- (iv) the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
- (v) the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under section 7 of this Act or should be revealed only with appropriate deletions;
- (vi) the request for records cannot be complied with by the public body within the time limits prescribed by subsection 3(c) without unduly burdening or interfering with the operations of the public body; or
- (vii) there is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

### FOIA Reproduction Fee Schedule

All fees must be prepaid

#### Black & White Copies:

- First 50 pages are Free, additional pages are
- 8 ½" x 11" Per Page \$0.15
- 8 ½" x 14" Per Page \$0.15
- 11" x 17" Per Page \$0.15

Color copies or Abnormal Size Copies: Actual cost incurred by the City

#### Electronic Copies:

Actual costs incurred by City for recording medium purchased.