

**FOIA REQUEST
FOR INSPECTION OR COPYING OF PUBLIC RECORDS
CITY OF SALEM, ILLINOIS**

DESCRIPTION IN DETAIL OF REQUESTED PUBLIC RECORD(S): *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.

Request is made to: Copy Inspect
Are copies to be certified? Yes No (Certification fee: \$1.00)
Is this request for a Commercial Purpose? Yes 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).

Fee Schedule: No charge - first 50 pages, black and white letter or legal size copies
\$0.15 per page for each additional black and white letter or legal size copy
Actual cost of reproducing record for color copies or in a size other than letter or legal size or other media.

(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).

Name of Person Making Request

Date of Request

Mailing Address

City, State, Zip

Contact Number or E-Mail

Signature _____

Date _____

**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.

The City of Salem will respond to the request within five (5) working days from the above date unless the request involves one or more of the reasons for an extension of time provided for in (5 ILCS 140/3, Ch. 116, par. 203).

FOR OFFICE USE ONLY:

Request Submitted By: E-mail _____ Mail _____ Fax _____ In Person _____ Phone _____ Other _____

Date Received by City of Salem: _____ Response Due Date _____

Number of copies: _____ Actual Response Date _____

Notes: