

REQUEST FOR PUBLIC RECORDS
Under the Illinois Freedom of Information Act (FOIA)

Requester Information

Name: _____ Phone: _____
Company/Agency: _____
Address (Street & Number): _____ Email: _____
City State Zip: _____

Type of Request

Is this request for commercial purpose? Y N
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).

If yes, does your business/financial institution issue credit and/or debit cards? Y N

- | | | |
|--|--|--|
| <input type="checkbox"/> Inspect record(s)
<i>Inspection of records shall occur either at the location where the records are kept or in the designated FOIA office.</i> | <input type="checkbox"/> Obtain copy of record(s)
<i>Copying charges for records are \$0.15 per black/white pages after the first 50 pages; charges for duplicating other media, such as videotape, microfilm or computer records will be determined.</i> | <input type="checkbox"/> Obtain certified copy of record(s)
<i>The cost for certification is \$1.00 per document.</i> |
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Copies of records will be provided only after payment of the appropriate copying charges where required. **Payment must be by cash (exact change required), check or money order made payable to Southern Illinois University Carbondale (payments by mail must be by check or money order only).**

Description of Records Requested

Please be specific to ensure that a thorough search of University records can occur. Include dates, titles, file designations or other pertinent information. (Attach additional pages if needed.) Download the form and click the "Submit" button upon completion.

The FOIA Officer will respond within **five (5) business days [(21) business days for commercial]** from receipt by providing access, denying the request or issuing an extension of an additional five (5) business days.

**UNDER PROVISIONS OF THE FREEDOM OF INFORMATION ACT, SOME UNIVERSITY RECORDS
MAY BE EXEMPT FROM INSPECTION OR COPYING.**