

**ILLINOIS FREEDOM OF INFORMATION ACT
REQUEST TO INSPECT RECORDS**

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.*

TO: Linda Harris, Director of Human Resources
Pekin Public Schools District 108
501 Washington Street
Pekin, IL 61554

Date Requested: _____

Request submitted by: _____ **E-mail** _____ **U. S. Mail** _____ **Fax** _____ **In person**

Name or Requester (print or type): _____

Street Address: _____

City/State/County/Zip: _____

Telephone: _____

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.*

I understand that I will be charged \$.35 per page after the first 50 pages.

Signature of Requesting Individual

Do you want copies of the documents? (circle) **Yes** **No**

How do you want to receive copies? (circle) **Electronic** **Paper**

Is this request for a commercial purpose? (circle) **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)).

Are you requesting a fee waiver? (circle) **Yes** **No**

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 principle 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)).