

**PUBLIC RECORDS EXAMINATION REQUEST  
FILED THROUGH THE ILLINOIS FREEDOM OF INFORMATION ACT**

**Instructions:** Please forward to Andee Chestnut, Freedom of Information Officer, Champaign County Forest Preserve District, PO Box 1040, Mahomet, IL 61853. The form may also be faxed to (217) 586-5724 or emailed to [hq@ccfpd.org](mailto:hq@ccfpd.org). The CCFPD's response will be forthcoming within five business days after the date of receipt of the request. If your request is denied, a reply will be sent within five business days after the date of receipt of the request.

**Records Requested:** Please provide as much detail as possible so we may identify the information you want.

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**Name of Person Making Request:** \_\_\_\_\_

**Organization/Business/Agency Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Please check the box that applies to your request:**

- \_\_\_\_\_ I will examine the records at the District's administrative offices. I understand I will be notified by mail, e-mail or telephone of the availability of records for my examination within five business days after the date of the receipt of the request. Upon such notification, I will call (217) 586-3360 to schedule an appointment during 8 a.m.-4:30 p.m., Monday through Friday, except for legal holidays.
- \_\_\_\_\_ I would like the records reproduced and copies sent to me. I agree to pay the amount of the cost of reproduction prior to the copies being delivered. There is no charge for the first 50 pages of black & white, letter or legal-sized copies. Additional copies are \$.15 per page. For color or oversized copies, the actual cost of reproducing the records will be charge.
- \_\_\_\_\_ I would like to request certification of the photocopies. An additional charge of \$1.00 per document applies.

**Is this a request for a commercial purpose?** \_\_\_\_\_ The District will respond to a request for records to be used for a commercial purpose within 21 working days after receipt of the request. Please note 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).

Requestor's Signature	Date
Cost: Photocopies (over 50 pages)	# Copies _____ X \$.15 = _____
Certification	# Copies _____ X \$1.00 = _____
Color/Oversized	_____
Other	_____
	Total _____

Received by:

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Freedom of Information Officer Date