REQUEST TO INSPECT OR OBTAIN A COPY OF SOUTHERN ILLINOIS UNIVERSITY RECORDS UNDER THE FREEDOM OF INFORMATION ACT OF THE STATE OF ILLINOIS

You may submit your request by mail, e-mail, fax, or in person to: Rod Sievers, FOIA Officer, Beimfohr Hall, Mailcode 6819, Southern Illinois University Carbondale, Carbondale, IL 62901, foia@siu.edu, (618) 453-2813.

Please print the following information:

Name ___________________________________________________________________
Company/Organization __________________________________________________________________________
Address _____________________________________________________________________________________
Phone Office ________________________ Home ____________________________
E-mail Address ____________________________ Date Request Submitted _______________________

If you are submitting a request on behalf of a business organization or financial institution, indicate below if that business or financial institution issues credit and/or debit cards:

_____ YES, my business/financial institution issues credit and/or debit cards.
_____ NO, my business/financial institution does NOT issue credit and/or debit cards.

DESCRIPTION OF RECORDS REQUESTED
Please be as specific as possible to insure that a meaningful search of University records can occur. Please supply dates, titles, file designations, or other appropriate information.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

TYPE OF REQUEST (CHECK AS APPROPRIATE)
This request is to: _____ inspect the record(s); ______ obtain a copy of the record(s); or ______ obtain a certified copy of the record(s).

____________________________________________ _________________________
Signature of Requester Date

Inspection of records shall occur either at the location where the records are kept or in the designated FOIA office. There is no cost for the inspection of records.

Copying charges for documents are $0.15 per black and white page after the first 50 pages; charges for duplicating other media such as video tape, microfilm, or computer records will be determined. The cost for certification is $1.00 per document. Copies of records will be provided only after payment of the appropriate copying charges where required. Payment must be by cash (exact change required) or money order made payable to Southern Illinois University Carbondale (payments by mail must be by money order only). Checks are not accepted.

The FOIA Officer will respond within five (5) business days from receipt of non-commercial requests and twenty-one (21) business days from receipt of commercial requests 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.

Office Use Only:
Date and time request received: ____________ Party acknowledging receipt: ____________________