

**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

Inspect record(s)
Inspection of records shall occur either at the location where the records are kept or in the designated FOIA office.

Obtain copy of record(s)
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.

Obtain certified copy of record(s)
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), 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 as specific as possible to ensure that a meaningful search of University records can occur. Please supply dates, titles, file designations or other appropriate information. (Attach additional pages if needed).

Signature

Requester: _____ Date: _____

Return completed FOIA Request Form to: Beth Chester, FOIA Officer, Anthony Hall 110 - Mailcode 4312, 1265 Lincoln Drive, Carbondale, IL 62901; email to foia@siu.edu; or fax (618) 453-2118. If you have questions, please call (618) 453-6796.

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.**

FOR OFFICE USE ONLY:

Rec'd Date: _____ Denied _____ Copies made: Y N Pages: _____
 Time: _____ am / pm By: _____ Reason: _____ Fee Paid: \$ _____
 Due Date: _____ _____
 Extended 5 days to: _____ Cash Check# _____
 Records Provided By: Email Mail _____ Media Exemption _____