

**VERMILION COUNTY CONSERVATION DISTRICT REQUEST FOR RECORDS
ILLINOIS FREEDOM OF INFORMATION ACT**

Name of Requestor: _____

Organization/Business/Agency Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____ Fax: _____

E-mail Address: _____

Records Requested: Please provide as much detail as possible so the Vermilion County Conservation District can identify the information you are seeking. You may attach additional pages. Please print or type

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 217-442-1691 to schedule an appointment during regular business hours 8:00 am – 4:30 pm, 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, delivery, and certification 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 charged.
- _____ I would like to request certification of the photocopies. An additional \$1.00 per document applies.

Is this request for Commercial Purpose? YES or 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)].

Requestor Signature

Date

Cost: Photocopies (over 50 pages)	# Copies _____ @ \$.15 = _____
Certification	# Copies _____ @ \$1.00 = _____
Color/Oversized/Other	= _____
Total	= _____

Please send completed form to: Jamie Pasquale, Freedom of Information Officer, Vermilion County Conservation District, 22296-A Henning Road, Danville, IL 61834; fax 217-442-1695 Attn: Jamie Pasquale; or e-mail to: jpasquale@vccd.org

The Vermilion County Conservation District will respond to Freedom of Information Act requests within five business days after the date of receipt of the request. Commercial requests will receive a response within 21 working days after receipt of the request.

Received by:

Signature

Date

Freedom of Information Officer

Date