



# Illinois Eastern Community Colleges

## FOIA - Request for Public Records

### Requester Contact Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company/Agency (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

### General Information

Would you like to:  Inspect Information *(Location is determined by the FOIA Officer.)* **OR**  
 Obtain Reproductions *(Refer to the FOIA Fee Schedule posted on the website or at the District Office for applicable charges.)*

Are you requesting a fee waiver or reduced rate? YES or NO  
*(Refer to the FOIA Fee Schedule for additional information.)*

If you responded Yes to the waiver/fee reduction request, you must provide the purpose of this request:

\_\_\_\_\_  
\_\_\_\_\_

Is the requested information for a commercial purpose? YES or NO  
*(Refer to the Illinois Freedom of Information Act (FOIA) for guidance regarding commercial purpose/requests. Ref. 5 ILCS 140 – Sections 2, 3, 3.1, 6 and 9.5)*

Describe the records requested. (To ensure timely processing and to help minimize your fees, please be as specific as possible and include dates, titles and any other appropriate information.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form to: Tara Buerster, FOIA Officer, IECC, 233 East Chestnut Street, Olney, IL 62450 or Fax to 618-395-1819 If questions: Phone 618-393-2982 or email [buerstert@iecc.edu](mailto:buerstert@iecc.edu)

A response can be expected within 5 business days (21 business days for commercial requests).

**Please note, pursuant to FOIA, some IECC records may be exempt from release due to their confidential content.**

#### FOR OFFICE USE ONLY

Received Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M./P.M. By: \_\_\_\_\_ Due Date: \_\_\_\_\_

5-day Extension Due Date: \_\_\_\_\_ Release Date/Method: \_\_\_\_\_

Denial Date/Reason: \_\_\_\_\_

Itemized estimate req'd? Y N Fee: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Method: \_\_\_\_\_