

City of Petersburg, Illinois

Freedom of Information Act Request

Note: This request form is provided as a guideline in requesting information. You **do not** have to use this form. Retain a copy for your files.

Submit request to: FOIA Officer – Ken Ortman, City Clerk
122 S. 6th Street
P O Box 139
Petersburg, IL 62675
Ph: 217-632-3600 Fax: 217-632-4342
email: administration@petersburgil.org

Date of Request: _____

Submitted by: _____email _____U.S. mail _____ Fax _____ In person

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ email (optional): _____

Requested records: Please be as specific as possible to aid in identifying the information you are asking for. Attach additional pages if needed.

Is this request for a commercial purpose? _____ No _____ Yes

It is a violation of the FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if it is requested to do so by the public body.

5 ILCS 140/3.1(c)

Are you requesting a fee waiver? _____ No _____ Yes (first 50 pages at no charge)

Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public.

5 ILCS 140/6(c)

Office use only:

Date received by City: _____

Received by: _____

Date to comply by: _____

Complied by: _____

Date complied: _____