

# Wabash Community School District #348

## REQUEST TO INSPECT RECORDS

**\*\*Note to Requester:** Retain a copy of this request for your files. If you eventually need to file a Request to Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.\*\*

Date Requested: \_\_\_\_\_

Request Submitted By: \_\_\_\_\_ E-mail \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person \_\_\_\_\_

Name of Requester: \_\_\_\_\_

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

City/State/County Zip (Required): \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ Fax (Optional) \_\_\_\_\_

E-mail (Optional): \_\_\_\_\_

Records Requested: \*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

	Description of Records	# of Copies Requested	Check for Certified Copies
1			
2			
3			
4			
5			

-Do you want Electronic Copies or Paper Copies? \_\_\_\_\_

-If you want Electronic Copies, in what format? \_\_\_\_\_

Is this request for a 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. 5ILCS 140.3.1(c))

Are you requesting a fee waiver? YES or NO \_\_\_\_\_

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

FOR OFFICE USE ONLY:

### RECEIPT OF REQUEST TO INSPECT RECORDS

The undersigned FOIA Officer of Wabash Community Unit School District #348 hereby acknowledges receipt of REQUEST NUMBER \_\_\_\_\_ on \_\_\_\_\_ (date) at the District office located at 218 W. 13<sup>th</sup> Street, Mt. Carmel, Illinois 62863.

\_\_\_\_\_  
FOIA OFFICER