



FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Requestor Information

Name: _____
 Organization (if applicable): _____
 Address: _____
 City, State, ZIP: _____
 Phone Number: _____
 Email Address: _____

Preferred Method of Contact

- Phone
- Email
- Mail

Description of Records Requested

Please clearly describe the records you are seeking. Be as specific as possible, including relevant dates, subjects, and types of documents.

Preferred Format of Requested Records (select one)

- Electronic (if available)
- Paper Copies
- On-site inspection (by appointment)

Request for Waiver of Fees

If you are requesting a waiver of fees, you must provide a specific explanation of how disclosure of the public records is in the public interest and will benefit the general public rather than a narrow or private interest.

- I request a waiver of fees. Explanation:

**BUILDING COMMUNITY. EDUCATING STUDENTS.
CONSTRUYENDO COMUNIDAD. EDUCANDO A LOS ESTUDIANTES.**

Is this request for commercial purposes?

("Commercial purpose" means the use of any part of the public record or information derived from the public record for sale, resale, or solicitation or advertisement for sales or services. It does not apply to requests by the news media or non-profit organizations.)

Yes

No

Signature of Requestor

Signature: _____

Date: _____

Submit to FOIA Officer

info@rcs137.org

or

Attention: FOIA Officer
1 Aviation Center Drive
Rantoul, IL 61866