

County of Adams

Office of County Treasurer

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FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR RECORDS

Date of Request: _____

[Click here for a fillable form](#)

Name of Requester: _____

Street Address: _____

City _____ State _____ Zip+4 _____

Telephone (Required): _____ Ext: _____

Fax (Optional): _____

E-mail (Optional): _____

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

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.*

Is this request for a Commercial Purpose? YES 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)

Are you requesting a fee waiver? YES 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)

Do you want copies of the documents? YES NO

If yes, specify format: Paper Electronic

If electronic copies, in what format? _____

Treasurer response: Sent on _____

Response sent by: _____

If request is denied, specify reason: _____

Additional details: _____

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