

Request for Records under the Illinois Freedom of Information Act

Date and Time Request Received (to be completed by FOIA Officer): _____

Written Request for Records

Name of Individual Requesting Records:

Organization:

Address:

Phone:

Fax:

Email:

Description of Records Requested:

Do you want to inspect, copy or inspect and copy the requested records (circle one)?

Requests for a Commercial Purpose

Is the request for a commercial purpose? ___ Yes ___ No

The Illinois Freedom of Information Act defines “commercial purpose” as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a “commercial purpose” when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.” 5 ILCS 140/2(c-10).

ALL REQUESTS FOR INFORMATION SHOULD BE DIRECTED TO THE ONE OF THE
DISTRICT'S FOIA OFFICERS:

Via E-Mail to D128 FOIA Officer: foiaofficer@d128.org

Al Fleming, (847) 247-4520 – al.fleming@d128.org
Yasmine Dada, (847) 247-4530 – yasmine.dada@d128.org
Denise Neal, (847) 247-4510 – denise.neal@d128.org

Via U.S. Mail or Personal Delivery:
50 Lakeview Parkway, Suite 101, Vernon Hills, IL 60061
Via Fax: (847) 247-4543

Please note that due to the sensitive network filters in place, email requests may not be received. The District encourages requests for information to be submitted via personal delivery, mail, or facsimile.

STAFF INSTRUCTIONS:

1. If this request was received in another written form, attach the request to this completed form
2. Indicate name of employee accepting request: _____
3. Indicate whether district employee or individual requesting records completed this form.
(circle one)
4. Submit to FOIA Officer on date of receipt.

To be completed by a District FOIA Officer

Date Form received by a FOIA Officer: _____

Form received by: _____

Deadline for response: _____

FOIA Officer