

Request for Information

The Illinois Freedom of Information Act (FOIA) (5 ILCS 140) provides for access to public information. If all or any part of the information requested is denied, the specific exemption(s) will be provided. Denial appeals to the Kendall County SWCD Board of Directors.

All fees shall be paid prior to the delivery of any records. **The fees for copying requested records are as follows:**

First 50 pages (black & white; 8.5 x 11 or 11 x 17)	Free
Additional pages beyond 50	\$0.15
Color copies and abnormal size copies	Actual Cost
Certification fee, if requested for records sent out for reproduction	\$1.00

The Kendall County SWCD has five (5) working days to comply with a request for information. After notification that the records are available, they will be held for one week (5 business days, 8am-4pm). If the records are not collected or viewed within the time, a new **Request for Information** must be submitted. All **Requests for Information** under the FOIA must be submitted directly to a Kendall County SWCD staff member. **The information required by this form is MANDATORY in order to comply with 5ILCS 140/1. Failure to provide may result in this form not being processed.**

Please Type or Print

Requestor's Name _____ Requestor's Signature _____

Day time phone number (include area code) (_____) _____

Street Address _____

City _____ State _____ Zip Code _____

Description of Information Requested (include pertinent dates, names)

Kendall County SWCD response (requestor does not fill in below this line)

Approved

- The documents you requested are enclosed
- The documents will be made available upon payment of copying costs of \$_____
- You may inspect the records at the Kendall County SWCD office during business hours from dates _____ to _____.

Denied

- The request creates an undue burden on the public body in accordance with Section 3(f) of the FOIA, and we are unable to negotiate a more reasonable request.
- The materials requested are exempt under Section 7 of the FOIA for the following reasons: _____

Individual(s) that determined request to be denied: _____

- Request delayed for the following reason(s): _____
You will be notified by _____ as to the action taken on your request.
- The Kendall County SWCD does not have the records you requested.

FOIA Officer _____ Date of reply _____