



Mail requests to:
 City of St. Charles
 Attn: FOIA Officer, Records Management Dept.
 Two East Main Street, St. Charles, IL 60174
 (630) 377-4400 Fax: (630) 377-4430

Freedom of Information Act Request

<i>Date Received</i>
<i>Date Due</i> _____
<i>Ext. Date Due</i> _____

Please type or print

Name _____

Organization (if applicable) _____

Address _____

Daytime Telephone No. (____) _____ Fax No. (____) _____

E-mail Address _____

Records requested (Please be as specific as possible. Include address, dates/timeframe, type of records, etc. Attach additional pages if necessary):

Is this information to be used for commercial purposes; i.e. used for sale, resale or solicitation for sales or services? *(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)).* Yes No

Signature of Requester _____ Date _____

The City will respond to a request for public records within five (5) business days after receipt.

City Use Only

5-Day Extension: Date Letter Sent _____

Denied Request: Date P.A.C. Notified _____

P.A.C. Response _____

Records Management Use Only Date Due _____

Request Routed to:

- | | | |
|--|--|--|
| <input type="checkbox"/> Building & Code Enforcement | <input type="checkbox"/> City Admin | <input type="checkbox"/> Community Development |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Electric | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Fire | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Inventory Control |
| <input type="checkbox"/> Police | <input type="checkbox"/> Public Works | <input type="checkbox"/> Purchasing |
| | | <input type="checkbox"/> Utility Billing |

Comments: _____
