



Request for Records Under the Illinois Freedom of Information Act

Date and Time Request Received: _____, 20_____, _____ am pm

**ALL REQUESTS FOR INFORMATION SHOULD BE DIRECTED TO A DISTRICT
FOIA OFFICER:**

Phone (630) 655-6100
FOIA-Officer@hinsdale86.org

Written Request for Records

Name of Individual Requesting Records _____

Organization: _____

Address: _____

Phone: _____ Fax: _____ email: _____

Description of Records Requested: _____

Do you want to inspect the requested records?

Do you want copies of the requested records?

Do you want an electronic copy of the requested records?

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. Section 3.1 states: “It is a violation of this 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.”

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.Who completed this form? District employee _____ FOIA submitter _____
- 4.Submit to FOIA Officer on date of receipt.

To be completed by District FOIA Officer

Date Form received by a FOIA Officer: _____

Form received by: _____

Deadline for response: _____