

**CITY OF EVANSTON
REQUEST FOR RECORDS UNDER THE FREEDOM OF INFORMATION ACT (FOIA)**

Requestor's Information

PLEASE PRINT

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ (home) _____ (work) _____ (cell)

EMAIL ADDRESS: _____ FAX: _____

Please describe below the public records you are requesting. To expedite the search for records, please be specific. (Copies of blueprints are prohibited without written consent of the project architect.)

Is this request for a commercial purpose? A commercial request is a request in which the requestor seeks to use all or part of the record for the sale, resale or solicitation or advertisement for services. Requests made by news media, not-for-profit organizations, scientific organizations or academic organizations are not commercial requests if made for the purposes of journalism, research or similar purposes. In addition, the City of Evanston may charge up to \$10 for each hour (beyond an initial 8 hours of staff time) spent by personnel in searching for and retrieving requested records. The City will provide a detailed accounting of any fees, costs, and personnel hours spent to complete the request. *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 5IL*

CS 140.3.1(c). **Yes** **No**

The City of Evanston will respond to this request within five (5) business days (21 business days if request is for a commercial purpose). If responding to this request requires an extension of time, (5) additional business days will be requested and will be sent to you in writing.

Please indicate if you wish to **REVIEW** material or you require **COPIES**. Photocopies are 15¢ per page after the first 50 pages. Certification is \$1 per document.

(Signature of person making the request.)

Mail or Fax to: Rodney Greene, City Clerk, Lorraine H. Morton Civic Center, 2100 Ridge Ave., Evanston, IL 60201; fax: 847.448.8131
Email: rgreene@cityofevanston.org AND eautevwell@cityofevanston.org

(FOR OFFICE USE ONLY)

RESPONSE TO THIS REQUEST MUST BE MADE BY: (Date) _____

Response from the following is requested:

- | | |
|--|--|
| <input type="checkbox"/> CC _____ | <input type="checkbox"/> Fire _____ |
| <input type="checkbox"/> C&ED _____ | <input type="checkbox"/> HR _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Health _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Legal _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Library _____ |
| <input type="checkbox"/> CMO _____ | <input type="checkbox"/> P/R/CS _____ |
| <input type="checkbox"/> Finance _____ | <input type="checkbox"/> Police _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> P/W _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |