

Atlanta Memorial Park District

PO Box 165, Atlanta, IL 61723-0165

Request for Public Records

(We do require that requests be made in writing and we suggest using this form.)

To: FOI Officer
Atlanta Memorial Park District
PO Box 165
Atlanta, IL 61723-0165
Phone: (217) 648-2907
Fax: (815) 361-1926
Email: atlantapark@hotmail.com

Today's Date: _____

From: _____
Name

Address

City, State, Zip

Phone/Fax Number _____ Email _____

Description of Requested Record(s):

Please indicate if you wish to inspect the above-captioned records, or receive a copy:

(First 50 copies are free, then \$.15 per page. Color or abnormal size pages charged at our cost. There is also a charge for our cost of media, such as CDs, DVDs, etc.)

Inspect Copy Inspect and Copy
Form of Copies: Paper Electronic - format desired _____

Is this request for a Commercial Purpose? YES NO

(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))

For Office Use:

Date Received: _____ Response Due Date: _____

Notes: