

**MADISON COUNTY
FREEDOM OF INFORMATION ACT REQUEST FORM**

FOI # _____

(FOR THE REQUEST TO BE CONSIDERED THIS FORM MUST BE FILED IN THE COUNTY CLERK'S OFFICE)

Requestor's Name	Telephone Number
Address	Will this material be used for commercial/solicitation purposes?
City - State - Zip	Signature

RECORDS SOUGHT: (Be Specific) Request to: Inspect _____ Copy _____ Certify _____ Records

The charge will be \$.20 per page (side) in advance of copying. Cost of certification is an additional \$2.00. Additional charges due to data processing preparation may be included. If the information requested is to be mailed, an additional charge for postage will be included. The department will respond to your request within seven (7) working days after it is received in the County Clerk's Office.

Will documents be picked up or mailed:
If mailed to whom? Indicate Same as above or List Name
Address
City/State/Zip

Filed in County Clerk's Office (File mark & Time)

(FOR DEPARTMENT USE ONLY)

Forwarded on: (Date & Time)	To: (Department)
Request Received: (Date & Time)	Request Received By: (Name & Department)
Request approved on: (Date)	Notification of Compliance: (Date) (Use Form C)
Copies Made: YES NO Fee:	
State's Attorney Contacted for Exempt Records: (Date)	Date of Response from State's Attorney:
Notice of Additional Time Needed (Use Form B):(Date)	New Due Date - Up to an additional 7 days:
Notifying requestor that documents are exempt under certain Statutory exemptions. Use Form D. (Date)	Notifying requestor that some documents are available and some are not under certain Statutory Exemptions: If a record contains both exempt & non-exempt material, the exempt information must be deleted and the remaining information provided. Use Form D-1 (Date)
Denial of Request: (Date)	Notice of Denial given on: (Date)
Reason for Denial:	Sent to County Clerk: (Date) Copy of denial of a request for records must be retained in the County Clerk's Office:
Appeal filed on Date:	Appeal forwarded to County Board Chairman & State's Attorney. (Date) 7 days to respond
County Board Chairman notifies requestor of outcome of appeal. (Date) (Use Form E)	