

**MADISON COUNTY GOVERNMENT  
FREEDOM OF INFORMATION ACT REQUEST FOR RECORDS FORM**

**(This form is not mandatory but may be completed at the option of the requestor. Departments shall use the bottom of this form to accompany any other written request for records.)**

Requestor's Name	Telephone Number
Address	Email address
City – State - Zip	Will this material be: used for commercial/solicitation purposes*?
Signature	Is a fee waiver/reduction being requested**?

RECORDS SOUGHT: (Be Specific) Request to: Inspect \_\_\_\_\_ Copy \_\_\_\_\_ Certified Records \_\_\_\_\_

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Will documents be picked up or mailed:

The first fifty (50) pages of black and white letter or legal size pages shall be provided free of charge. Any additional pages shall be charged \$.15 per page. Photocopy of oversize paper or color copies shall be charged \$.50 per page. Transcription of taped or electronic material shall be the actual cost of reproducing the records excluding any personnel costs. Cost of certification is an additional \$1.00. If the information requested is to be mailed, an additional charge for postage will be included. The department will respond to your request within five (5) business days after it is received.

*If documents are to be used for commercial/solicitation purposes, provide a statement indicating the purpose for the request.
**If a fee waiver/reduction is being requested, provide a statement indicating the purpose of the request and state specifically how the production of the request information "primarily benefits the general public" (in accordance with section 6(c) of the FOIA).

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**(FOR DEPARTMENT USE ONLY)**

Request Received: (Date & Time)	Request Received By FOIA Officer: (Name & Department)
Request approved on: (Date)	Copies Made: YES NO Fee: _____ Date paid: _____
Notification of Compliance. Use Form C. (Date)	Notice of Additional Time Needed. Use Form B. (Date)
Time extension - up to an additional 5 business days. State the statutory reason and the new due date:	Additional time extension voluntarily agreed upon between the requestor and the county (requires a written agreement). Include new deadline for the delivery of the documents. (Date)
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 (include statutory reason):	Sent to County Clerk: (Date) Copy of denial of a request for records must be retained in the County Clerk's Office: