

Tazewell County REGIONAL SUPERINTENDENT OF SCHOOLS  
414 Court Street  
Pekin, IL 554  
Phone 309/477-2290

FREEDOM OF INFORMATION ACT  
**FOIA Request for Public Records**

FROM: \_\_\_\_\_  
NAME (Print)  
\_\_\_\_\_  
ADDRESS (Print)  
\_\_\_\_\_  
CITY, STATE, ZIP (Print)  
\_\_\_\_\_  
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORD(S):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate if you wish to inspect the above captioned records or wish a copy of them.

\_\_\_\_\_ Inspection \_\_\_\_\_ Copy \_\_\_\_\_ Both

Is this request for a Commercial Purpose?      YES or NO

*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."*

Are you requesting a fee waiver?      YES or NO

*Section 6 of the Freedom of Information Act states: "Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest."*

Please indicate your reason for requesting a fee waiver:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR OFFICE USE ONLY:

Date Received \_\_\_\_\_ Date Response Due \_\_\_\_\_

Request submitted by: \_\_\_\_\_ email \_\_\_\_\_ US Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person