

**Macon County Emergency Management Agency**

**REQUEST FOR PUBLIC RECORD**

Requests must be made in writing. Requests may be submitted by mail, fax, email or personal delivery.

Submit requests to:

Jim Root  
FOI Officer  
282 E. Macon St.  
Decatur, IL 62523

Phone: (217) 424-1327  
Fax: (217) 424-1329  
Email: jroot@sheriff-macon-il.us

FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS BOX

FOIA Request No. \_\_\_\_\_

Received: \_\_\_\_\_

Response Due: \_\_\_\_\_

Extended Response Due Date  
(if applicable): \_\_\_\_\_

FOI Officer: \_\_\_\_\_

**REQUESTER'S CONTACT INFORMATION**

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Initial                                      Date of Birth

\_\_\_\_\_  
Address                                      City                                      State      ZIP                                      Phone No.

\_\_\_\_\_  
Email

**RECORDS REQUESTED**

Identify or describe the record you are requesting. Be as specific as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION**

Are you requesting records for a commercial purpose?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

"Commercial purpose" means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. **IT IS UNLAWFUL TO OBTAIN A PUBLIC RECORD FOR A COMMERCIAL PURPOSE WITHOUT DISCLOSING THAT IT IS FOR A COMMERCIAL PURPOSE.**

Are you requesting your own records?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are you requesting a fee waiver?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Generally, a response to your request will be made within 5 working days of receipt of your request. If a longer response time is necessary, requesters will be notified as required by the Freedom of Information Act.