

# Macon County Planning & Zoning Department

## REQUEST FOR PUBLIC RECORD

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

Submit requests to:

Jennifer Hoffman  
FOI Officer  
141 S. Main Street  
Decatur, IL 62523

Phone: (217) 424-1466  
Fax: (217) 424-1459  
Email: jhoffman@co.macon.il.us

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.