

FOIA - Written Request for District Records

All requests to inspect and/or to obtain a copy of District records must be made in writing. Please submit the following completed request to the Superintendent.

Dear Superintendent,
 I/We are hereby requesting that I/We:

_____ Inspect the following records in the District's Administrative office
 Receive copies of the following records (Please indicate mail, fax or personal pickup)
Would like Vendors List

Richard Cody

 Name of Individual(s) Requesting District Records Organization
26 Sunset *245-5576*

 Address Telephone Number
Jacksonville IL 62650 *8-19-14*

 City State Zip Date of Request

RM Cody

 Signature(s) of Requester(s)
8/19/14

 Date

Staff Instructions:

1. If this request was received in another form, attach the document to this completed form.
2. Calculate copy fee. Records must be approved for release and any copy fees paid in advance of duplication.
3. Submit to Superintendent

Record Description <i>(Please be specific)</i>	Copy Requested	Copy Fee *	To be mailed	To be picked up
1.				
2.				
3.				
		Total Fee:		