

CITY OF EFFINGHAM
201 E. Jefferson Ave., Effingham, IL 62401
City Clerk Phone: (217) 342-5301 Fax: (217) 347-2675

FREEDOM OF INFORMATION REQUEST

To Be Completed by Requester

Name: _____
Address: _____
Telephone Number: _____

I, the undersigned, do hereby request to examine and/or copy (check appropriate blank) those records maintained by the City of Effingham which pertain to:
(Please specify department and records sought.)

I have read and understand the fees set forth in the "Schedule of Duplication" which is set forth on the reverse side of this form. At my request, copies may be mailed to me via certified mail at \$5.32 for the first ounce and \$.17 per each additional ounce. I also understand that all fees must be prepaid.

I do do not want the copies mailed to me at the above -listed address.

This request for records is for a commercial purpose*? Yes No

*It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. (5 ILCS 140/3.1(c))

Signature

Date

The City of Effingham will respond to the above request within five (5) working days from the date of receipt unless one of more of the seven (7) reasons for an extension of time provided for in Section 3(d) of the Act are invoked by the City.

To Be Completed by Office

Date Request Received: _____

Cost: _____ Copies: _____

Certification: _____

Certified Mail: _____

Total Cost: _____

Date Records either Personally Given _____ or Mailed: _____

Denied/Reason Why: _____

Deferred/Reason Why: _____

Employee Signature

Date

**SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS
GENERAL**

(All Departments Except As Otherwise Listed Below)

Copying	Per page (after the first 50 pages)	\$0.15
Certification	Per document	\$1.00
Audit Report	Per document	\$25.00
Comprehensive Plan	Per document	\$20.00

BUILDING OFFICIAL'S OFFICE

Zoning Ordinance	Per document	\$7.50
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ENGINEERING DEPARTMENT

Large Copies	Color	\$1.25 / Sq. Ft.
	B & W	\$1.00 / Sq. Ft.
Large Prints	Color	\$1.25 / Sq. Ft.
	B & W	\$1.00 / Sq. Ft.
Scanning – any size	To 3.5 disc	\$1.00 + \$1.00 per sheet or .50 per lineal ft.
Scanning – any size	To CDR or CDRW	\$2.00 + \$1.00 per sheet or .50 per lineal ft.
8 ½ x 11 copies or prints	Color	\$0.25 per sheet
	B&W	\$0.15 per sheet
Blueline copies	Roll stock	\$.50 per lineal foot (36" or 42" wide)
	Cut sheets (24" x 36")	\$1.00 per sheet
Electronic copies (.pdf)		\$5.00 first sheet
		\$5.00 all additional sheets (\$10.00 maximum charge)

POLICE DEPARTMENT

Accident Report	Per report	\$5.00
Incident Report	Per document (after the first 50 pages)	\$ 0.15
Cassette Tape/CD	Per cassette tape	Actual cost of reproduction
Photograph (35mm)	Per photo	Actual cost of reproduction
Photo CD	Per CD	Actual cost of reproduction
Digital photo	Per photo	Actual cost of reproduction
Video tape/DVD	Per video tape	Actual cost of reproduction