

# 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 \$5.21 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.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

The City of Effingham will respond to the above request within seven (7) working days from the date of receipt unless one or 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	\$0.20 [or actual cost of reproduction]
Certification	Per document	\$3.00
Audit Report	Per document	\$25.00
Comprehensive Plan	Per document	\$20.00

### BUILDING OFFICIAL'S OFFICE

Zoning Ordinance	Per document	\$5.00
------------------	--------------	--------

### ENGINEERING DEPARTMENT

ENCAD Maps	Color or B & W	\$1.00 / Sq. Ft.
Copies - 8½" x 11"	B & W	\$0.20 / Sheet
Copies - 8½" x 11"	Color	\$1.00 / Sheet
Copies - 11" x 17"	B & W	\$0.40 / Sheet
Blueline Copies	Roll Stock	\$0.50 / Lineal Foot
	Cut Sheets	\$1.00 / Sheet

### POLICE DEPARTMENT

Accident Report	Per document	\$ 3.00
Incident Report	Per document	\$ 3.00
Cassette Tape/CD	Per cassette tape	\$ 25.00
Photograph (35mm)	Per photo	\$ 5.00
Photo CD	Per CD	\$ 20.00
Digital photo	Per photo	\$ 5.00 [\$20 Minimum]
Video tape/DVD	Per video tape	\$100.00