



City of Carbondale
 City Clerk
 200 S. Illinois Avenue
 Carbondale, Illinois 62901
 Phone (618) 457-3281
 Fax (618) 457-3283
 Explorecarbondale.com

REQUEST FOR RECORDS

I hereby request to (check one or both)		Look At	Copy
The following records			
CONTACT INFORMATION			
Name		Address	
City	State	Zip	
Phone	Email		
Please indicate if the records will be used for a commercial purpose			
No	Yes (Explain)		
Note: News media is exempt from this declaration.			
I would prefer to be contacted by (check one)			
Telephone	Email	Letter	
FOR OFFICE USE ONLY			
Request received on	at	By	
Submitted to FOIA Officer on	at	By	
Due Date	Extended 5 days to		
Mutually agreed upon due date	Agreed by		
Records provided on	Notes		

**CITY OF CARBONDALE, ILLINOIS
METHOD OF REQUESTING RECORDS
UNDER THE FREEDOM OF INFORMATION ACT
5 ILCS 140/1 et. Seq. and City Ordinance No. 2010-04 as amended**

All requests to inspect and/or copy records prepared or maintained by the City of Carbondale shall be made in the following manner:

- All requests shall be in writing, shall include the name and mailing address of the requester and, if the record(s) is/are to be used for commercial purpose, indicate for what purpose they will be used.¹ It shall be the responsibility of the requester to provide the City of Carbondale with a correct and complete mailing address so as to efficiently process the requests OR if the records are to be emailed, to provide the City with a correct, legible email address.
- Written requests shall be directed to City Clerk Jennifer Sorrell as Freedom of Information Officer. Written requests may be submitted in person at the City Clerk's Office, Room 165, Carbondale City Hall, 200 South Illinois Avenue, Carbondale, Illinois during the hours of 8 a.m. through 5 p.m., Monday through Friday, OR by U.S. Mail to the FOI Officer, Post Office Box 2047, Carbondale, IL 62902-2047, PR by fax (618) 457-3283 OR by email to foiofficer@explorecarbondale.com.
- Each request shall be granted or denied within five (5) business days after its receipt, except that that the time limit prescribed above may be extended for good cause as provide in the FOIA. The person submitting the request shall be notified in writing of the extension, the reason(s) for the requested and the date on which the requested record(s) will be available.
- In accordance with 5ILCS 140/3.5, the FOIA Officer has determined that there are no records which the City of Carbondale shall be required to immediately disclose upon request. However, nothing prohibits or precludes the FOIA Officer from providing records immediately upon request, if possible.
- Copies of records will be provided in the format specified by the requestor. Charges for copies of records will be imposed in accordance with the following:
 - The first 50 black-and-white, letter size pages and/or legal size pages will be copied and provided free of charge;
 - All letter size and/or legal size black-and-white copies exceeding the first 50 copies will be provided at a cost of 15 cents per page;
 - All color copies, oversized copies, plats, maps, discs, diskettes, tapes, CDs or DVDs will be provide at the City's actual cost for reproducing the record.
 - Fees applicable to copies of public records when furnished in a paper format shall not be applicable to those records when furnished in an electronic format.
 - Copies will be certified by the City Clerk at an additional cost of \$1 per record.
 - Copies of records requested to be mailed will be sent United States Certified Mail, Return Receipt Requested, to the address provided by the requestor. Prepayment of all certified mailings costs shall be required.
 - There will be no charge accessed for search for and/or review of records or other personnel costs associated with the copying of the records. All required fees shall be prepaid.
- If the City of Carbondale denies a request for public records, the requestor shall be notified in writing of the decision to deny, the reason for the denial including the factual basis for the application of the exemption claimed, and the name(s) of the person(s) responsible for the denial. The requestor shall also be informed of the right to review by the Public Access Counselor in accordance with 5ILCS 140/9.

¹ A request submitted by the news media or by non-profit, scientific or academic organizations will not be deemed to be made for commercial purposes if the principal purpose of the request is (a) to access and disseminate information concerning news and current or passing events, (b) for articles of opinion or features of interest to the public, or (c) for the purpose of academic, scientific or public research or education.