



# COOK COUNTY

Toni Preckwinkle, President

## REQUEST FOR RECORDS IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT FOR OFFICES UNDER THE JURISDICTION OF THE COUNTY BOARD PRESIDENT

1) I am requesting to: Inspect \_\_\_\_ Copy \_\_\_\_ the following public records

(Please be specific)

2) Will this material be used for commercial purposes? Yes \_\_\_\_ No \_\_\_\_

- Commercial use 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.
- It is a violation of the Freedom of Information Act to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

### REQUESTOR CONTACT INFORMATION:

NAME COMPANY NAME (if applicable)

ADDRESS CITY/STATE/ZIP

EMAIL ADDRESS TELEPHONE NUMBER (with area code) FAX NUMBER

SIGNATURE

- For non-commercial requests, a response will be made within five business days after receipt of this request. The response may be extended for an additional five business days; you will receive a written response stating the reason for the extension.
- For all commercial requests, a response will be made within 21 business days after receipt of this request with an estimated completion date and a fee estimate. Unless the records are exempt, the request will be completed within a reasonable time period based on the size and complexity of the request. Priority shall be given to records requested for non-commercial purposes.
- If your request is denied, you will receive a written response stating the reason for the denial. Denial appeals should be sent to the Attorney General's Public Access Counselor.
- Receipt of fee payment is required before copying of requested records is initiated.

<p><b>FOR OFFICE USE ONLY:</b></p> <p>Request Received By: _____ (Cook County Employee)</p> <p>Department: _____</p> <p>Date: _____</p> <p>Date Request Received By FOIA Officer: _____</p>	<p><b>FOR OFFICE USE ONLY:</b></p> <p>Date Response is Due: _____</p> <p>Date of Extension of Time, if applicable: _____</p> <p>Request to inspect _____ copy _____ has been:</p> <p>Approved / Denied (Circle one)</p> <p># pgs copied <b>TOTAL FEES \$</b> _____ (Pgs 1-50 @ no cost/Additional pgs @ \$0.15 per page)</p>
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**Cook County Offices of under the Jurisdiction of the County Board President  
118 N. Clark St., Room 537 • Chicago, Illinois 60602**