

Freedom of Information Act (FOIA) Request

for County Administration Department Records

Including Animal Services, Facilities, Finance, Highway, Human Resources, Information Technology, Purchasing, Regional Planning, River Bluff Nursing Home, Supervisor of Assessments, Veterans Memorial Hall



Instructions

Requests for information from departments under County elected officials must be submitted to the respective elected office or its departments in control of the records being requested. For a directory of officials and departments, visit www.wincoil.gov and click on "Transparency" to view FOIA Request information.

This form is provided to facilitate requests for information for electronic or printed submission to boardoffice@admin.wincoil.gov or FOIA Officer, Board Office 404 Elm Street, Room 533, Rockford, IL 61101.

Requests are fulfilled in accordance with the Illinois Freedom of Information Act, 5 ILCS 140.

Contact Information

Requester's Name: _____ Date Submitted: _____
Email Address: _____ Phone: _____
Address: _____

5 ILCS 140.3.1(c) **requires** that requesters disclose information requests as 'commercial' if information will be used in whole or part for sale, resale, solicitation, or advertisement of sales or services. Requests for personal use or by the news media, not-for-profit organizations, or scientific and academic institutions are not considered commercial information requests.

- Yes, this information may be used in whole or part for the sale, resale, solicitation, or advertisement of sales or services. If yes, company/organization names: _____
- No, this information will not be used as described above
- Unsure

Records Requested

- | | | |
|-------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Animal Services | <input type="checkbox"/> Board Office |
| <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Finance Department | <input type="checkbox"/> Highway Department |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Community Development |
| <input type="checkbox"/> Purchasing Department | <input type="checkbox"/> River Bluff Nursing Home | <input type="checkbox"/> Supervisor of Assessments |
| <input type="checkbox"/> Veterans Memorial Hall | <input type="checkbox"/> _____ | |

Describe the records you wish to receive. The more specific your request is, the more easily we will be able to identify and provide the information you intend to receive.

Questions? Please contact boardoffice@admin.wincoil.gov or (815) 319-4225.