



# Law Enforcement Training Advisory Commission

3171 Greenhead Drive, Suite B • Springfield, IL 62711

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Ellen L. Petty, Director

## FREEDOM OF INFORMATION ACT REQUEST

**What is the Freedom of Information Act (FOIA)?** FOIA is the state Freedom of Information Act. Under the Illinois Freedom of Information Act (ILCS 140), records in possession of public agencies may be accessed by the public upon written request. Pursuant to 5 ILCS 140, Section 2 (c), a public record is any records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, cards, tapes, recordings, electronic data processing records, recorded information, and all other documentary materials, regardless of physical form or characteristics, having been prepared or having been or being used, received, possessed or under the control of any public body.

**DATE:** \_\_\_\_\_

*(All requests will be responded to within 7 business days.)*

**TO:** Freedom of Information Officer  
Law Enforcement Training Advisory Commission, MTU #10  
3171 Greenhead Drive, Suite B  
Springfield, IL 62711

I am requesting, under the Freedom of Information Act, the following records from the Law Enforcement Training Advisory Commission, MTU #10: *(Describe the requested records and any applicable time periods.)*

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**Regarding fees: (Check one)**

In order to determine what, if any, processing fees may apply, please indicate the intended use of the requested records.

- |  |  |
|--|--|
| <input type="checkbox"/> Commercial use                        | <input type="checkbox"/> News media          |
| <input type="checkbox"/> Educational use                       | <input type="checkbox"/> Other (private use) |
| <input type="checkbox"/> Non-commercial scientific institution |  |

Submitted by:

**Name:** \_\_\_\_\_

*Please submit any authorization to release information which may be applicable.*

**Business:** \_\_\_\_\_

**Address:** \_\_\_\_\_

*\*If you would prefer the information be emailed or faxed to you, please signify and provide email/fax number:*

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

\*LETAC public records are maintained in various media formats that may include paper, digital images, and computerized records, in certain situations information cannot be cost effectively extracted onto a paper or an electronic format. In these situations, special arrangements for your onsite inspection will be made in accordance with the Freedom of Information Act, and the use of commercial copy vendors, may be necessary.

**OFFICE USE ONLY:** Deadline for Response: \_\_\_\_\_

Date of Compliance: \_\_\_\_\_