What is the Freedom of Information Act (FOIA)? FOIA (5 ILCS 140) is the Illinois Freedom of Information Act. Under this act, 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. FOIA is not designed to require a public body to answer questions or interpret this information. To the extent that you wish to ask questions, please contact the office using the methods on the letterhead above.

About this form: This form is designed to provide helpful guidance on how to submit a FOIA request. However, you do not need to use this form. You may submit a FOIA request in any written format that you choose.

DATE REQUESTED: ___________________________ (All requests will be responded to within 5 business days.)

TO: Freedom of Information Officer Ellen Petty
LETAC, MTU #10
840 S. Spring, Suite B
Springfield, IL 62704
Email: letac@mtu10.com
Phone: 217-726-7014
Fax: 217-726-7833

I am requesting, under the Freedom of Information Act, the following records from the Law Enforcement Training Advisory Commission, MTU #10: (Please be specific. Describe the requested records in as much detail as possible and include any applicable time-periods.)

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

(Please attach an additional sheet if more space is needed for your request.)
Regarding fees: (Check one)

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

☐ Commercial use  ☐ News media
☐ Educational use  ☐ Other (private use)
☐ Non-commercial scientific institution

There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a .15-cent-per-page charge. Digital files can usually be provided at no fee, but if requested on a specific form of digital media, the actual cost of that media will be charged.

If you wish to request a waiver of copying fees, please include a specific explanation as to why your request for information is in the public interest, not simply your personal interest, and merits a fee waiver.

Are you requesting a waiver of fees?  __________ Yes  __________ No  (If yes, attach explanation as to why this is merited.)

Information sought for commercial use may be subject to additional fees. (It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.)

Request Submitted by:

Name: ____________________________________________  Please submit any authorization to release information which may be applicable.

Business: _______________________________________

Address: _______________________________________

________________________________________________________________________

Signature: ____________________________________________

I wish for the requested information to be emailed or faxed to the email/fax number below, rather than a hard copy mailed to the address provided:

________________________________________________________________________

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.

Regarding denial of a request: As outlined in 5 ILCS 140/7, there are certain types of records exempt from FOIA, to enable public bodies to keep confidential certain types of sensitive public records. If your request is denied, in whole or in part, you may file an appeal to: Public Access Appeal Officer, Illinois Attorney General, 100 W. Randolph, 12th Floor, Chicago, IL 60601.

OFFICE USE ONLY:  Date Received: _____________  Deadline for Response: _______________  Date of Compliance: _______________

If Request Denied, State Reason: ____________________________________________________________