

DATE REQUESTED:

Law Enforcement Training Advisory Commission

840 S. Spring, Suite B • Springfield, IL 62704
Phone (217) 726-7014 • Fax (217) 726-7833 • Email letac@mtu10.com • Website www.letac.org
Ellen L. Petty, Director

(All requests will be responded to within 5 business days.)

FREEDOM OF INFORMATION ACT REQUEST

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.

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
	sting, under the Freedom of Information Act, the following records from the Law Enforcement Training Advisory Commission, (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: (Chec	k one)				
In order to determine	what, if any, processing	fees may apply, please	indicate the intended	use of the requested records.	
Commerci Education Non-comm		ion	News media Other (private u	use)	
				.15-cent-per-page charge. Digital files cost of that media will be charged.	can
	a waiver of copying fees, pply your personal intere			hy your request for information is in th	e
Are you requesting a w	vaiver of fees?	Yes	No (If yes, atto	nch explanation as to why this is merite	d.)
		-	•	f the Freedom of Information Act for a r a commercial purpose, if requested to	-
Request Submitted by	:		Dlagga submit an	, authorization to release information.	uhiah
Name:			may be applicable	vauthorization to release information v ?.	vnicn
Business			— I wish for the requ	uested information to be emailed or fa	xed to
Address:			the email/fax nun to the address pro	nber below, rather than a hard copy m ovided:	ailed
Signature:					
certain situations info	rmation cannot be cost r onsite inspection will b	effectively extracted	onto a paper or an e	digital images, and computerized recollectronic format. In these situations, Information Act, and the use of com	special
to keep confidential co		public records. If you	r request is denied, ir	ds exempt from FOIA, to enable public whole or in part, you may file an app o, IL 60601.	
OFFICE USE ONLY:	Date Received:	Deadline f	or Response:	Date of Compliance:	
	If Request Denied, Sta	te Reason:			