

****NOTE TO REQUESTER: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES. IF YOU EVENTUALLY NEED TO FILE A REQUEST FOR REVIEW WITH THE PUBLIC ACCESS COUNSELOR, YOU WILL NEED TO SUBMIT A COPY OF YOUR FOIA REQUEST****

**OFFICE OF
JUSTIN S. JEFFERS
TREASURER
RANDOLPH COUNTY
#1 TAYLOR ST-ROOM 205-CHESTER, IL 62233
TREASURER@RANDOLPHCO.ORG**

Send To: Freedom of Information Officer
Carol Best
Human Resources
#1 Taylor St., Room 206
Chester, IL 62233
(618)-826-5000 ext. 141
Fax: (618)-826-3363

From: _____ (Name)
_____ (Address)
_____ (Telephone)
_____ (e-mail)
_____ (Signature)

Description of Requested Record(s):

Do you want copies of the documents? YES or NO

Do you want Electronic Copies or Paper Copies? _____

If you want Electronic Copies in what format? _____

Is this request for a Commercial Purpose? YES or NO

(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. 5ILCS 140.3.1(c))

Are you requesting a fee waiver? YES or NO

(if you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request and whether the principal purpose of the request is to access of disseminate information regarding the health, safety and welfare or legal rights of the general public. 5ILCS 14/6(c)).

FEES-REGULAR LETTER SIZE COPIES-FIRST 50 PAGES ARE FREE; PAGE 51 AND ABOVE ARE \$.15 CENTS PER PAGE. ALL OTHER COPY FEES ARE DETERMINED BY THE OFFICE FROM WHICH THE REQUEST IS SUBMITTED