



REQUEST FOR RECORDS

To: Freedom of Information Officer, City of O'Fallon, 255 South Lincoln, O'Fallon, Illinois 62269

1. Requester Information

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE (S): \_\_\_\_\_

e-mail address: \_\_\_\_\_

Describe below the public records that you are requesting. To expedite the search, be as specific as possible. If known, include date(s) of requested records.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The records above are requested for:  Inspection  Copy  Certification  Electronic

(Standard black and white photocopies will be provided at no charge for the first fifty (50) pages. Requestor will be charged 15¢ per page beyond fifty. Color copies are 20¢ per page. Certification is \$1 per document.)

Is this request being made for commercial purpose?  Yes  No

The City of O'Fallon will respond to this request within five (5) business days. If responding to the request requires an extension of time up to five (5) additional days, the requestor will be sent notice in writing. Commercial requests will receive a response within twenty-one (21) business days.

\_\_\_\_\_  
(Requestor Signature)

\_\_\_\_\_  
(Date)

For office use only: Check approved or denied  Approved  Denied  
Request received by: \_\_\_\_\_ Date: \_\_\_\_\_ Date due: \_\_\_\_\_  
E-Mail Pickup  Mail (circle) Documents made available on: \_\_\_\_\_ Fees collected: \_\_\_\_\_

Certification?  Yes  No If denied, attach reason. Attach a copy of written responses for file.

Mail or deliver to: Maryanne Fair, FOIA Officer, 255 S. Lincoln, O'Fallon, IL 62269  
Facsimile: (618) 624-4508, email: [mfair@ofallon.org](mailto:mfair@ofallon.org)  
For police requests: Clara Harrison, Deputy FOIA Officer, 285 N. Seven Hills Road, O'Fallon, IL 62269  
Facsimile: (618) 632-6370, email: [DistList-PoliceRECORDS@ofallon.org](mailto:DistList-PoliceRECORDS@ofallon.org)  
For library requests: Molly Scanlan, Deputy FOIA Officer, 120 Civic Plaza, O'Fallon, IL 62269  
Email: [molly@ofallonlibrary.org](mailto:molly@ofallonlibrary.org)