



CITY OF CARBONDALE, ILLINOIS REQUEST FOR RECORDS

I hereby request to (check one or both): look at OR copy

the following records: _____

<p>When the records are ready, I can be contacted at:</p> <p>_____ Name (please print)</p> <p>_____ Mailing Address</p> <p>_____ City - State - Zip</p> <p>_____ (Area Code) Telephone Number</p> <p>_____ E-Mail Address (please print legibly)</p>	<p>Please indicate if the records will be used for a commercial purpose:</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes (please explain) _____ _____ _____</p> <p><i>Note: News Media is exempt from this declaration.</i></p> <p>I would prefer to be contacted by (check one):</p> <p><input type="checkbox"/> Telephone <input type="checkbox"/> e-mail <input type="checkbox"/> Letter</p>
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-----PLEASE DO NOT WRITE BELOW THIS LINE -----

Request Received on: _____ at _____ am/pm By: _____

Submitted to the FOIA Officer on: _____ at _____ am/pm By: _____

Due Date: _____ Extended 5 days to: _____

Mutually agreed upon due date: _____ Agreed by _____

Records provided on: _____ Notes: _____