

Exhibit – Request For Records Under The Illinois Freedom of Information Act

**LAKE COUNTY HIGH SCHOOLS TECHNOLOGY CAMPUS
LAKE COUNTY, ILLINOIS**

Date and Time Request Received: _____, 20_____, _____ a.m./p.m.

Written Request For Records

Name of Individual Requesting Records

Organization:

Address:

Phone:

Fax:

Email:

Description of Records Requested:

Do you want to inspect, copy or inspect and copy the requested records (circle one)?

Requests for a Commercial Purpose

Is the request for a commercial purpose? ____ yes ____ no

The Illinois Freedom of Information Act defines “commercial purpose” as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a “commercial purpose” when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.” 5 ILCS 140/2(c-10).

ALL REQUESTS FOR INFORMATION SHOULD BE DIRECTED TO THE TECH CAMPUS'S FOIA OFFICER:

(Insert Name of FOIA Officer)
(Insert Contact information for FOIA Officer)

STAFF INSTRUCTIONS:

1. If this request was received in another written form, attach the request to this completed form
2. Indicate name of employee accepting request: _____
3. Indicate whether Tech Campus employee or individual requesting records completed this form. (circle one)
4. Submit to FOIA Officer on date of receipt.

To be completed by a Tech Campus FOIA Officer

Date Form received by a FOIA Officer:

Form received by:

Deadline for response:

Lake County High Schools Technology Campus
Freedom of Information Officer