REQUEST TO INSPECT OR OBTAIN A COPY OF UNIVERSITY OF ILLINOIS RECORDS
UNDER THE FREEDOM OF INFORMATION ACT OF THE STATE OF ILLINOIS

Please provide the following:

Name  Mr./Ms._________________________________________________

Organization _______________________________________________________

Address _______________________________________________________

City, State, Zip

Phone  _______________________________________________________

Office            Home            Fax

Email Address    _________________________________________________

Date of Request ___________________   Time of Request ______________________

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, 5 ILCS 140.3.1(c)).

DESCRIPTION OF RECORDS REQUESTED

Please be as specific as possible when describing the records you are seeking. Please supply
dates, titles, file designations or other appropriate information. Remember, the Freedom of
Information Act is designed to allow you to inspect or receive copies of records. It is not designed to
require a public body to answer questions

_________________________________________________________________
_________________________________________________________________
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Inspection of records shall occur in the office of the public affairs officer (Office of Public
Affairs, 507 E. Green, Suite 313, Champaign, IL 61820)

The public records officer will respond within five working days from receipt of this request by
providing access, denying the request or issuing an extension of an additional five working
days.

UNDER PROVISIONS OF THE FREEDOM OF INFORMATION ACT, SOME UNIVERSITY
RECORDS MAY BE EXEMPT FROM INSPECTION OR COPYING.