

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 _____ Email address _____
Office Home

Date of request _____ Time of Request _____

DESCRIPTION OF RECORDS REQUESTED

Please be as specific as possible to insure that a meaningful search of university records can occur. Please supply dates, titles, file designations or other appropriate information.

Inspection of records shall occur either at the location where the records are kept, or in the office of the public affairs officer (Office of Public Affairs, 507 E. Green, Suite 313, Champaign, IL 61820)

Copying costs for documents are \$.25 per page; charges for duplicating other media such as video tape or computer records will be determined.

Copies of records will be provided only after payment of the appropriate copying charge.

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

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