

Macon County Recorder's Office

REQUEST FOR PUBLIC RECORD

Requests must be made in writing. Requests may be submitted by mail, fax, email or personal delivery.

Submit requests to:

Mary Eaton	Phone: (217) 424-1359
FOI Officer	Fax: (217) 428-2908
141 S. Main Street	Email: meaton@co.macon.il.us
Decatur, IL 62523	

FOIA Request No. _____

Received: _____

Response Due: _____

Extended Response Due Date
(if applicable): _____

FOI Officer: _____

REQUESTER'S CONTACT INFORMATION

Last Name	First Name	Middle Initial	Date of Birth
-----------	------------	----------------	---------------

Address	City	State	ZIP	Phone No.
---------	------	-------	-----	-----------

Email _____

RECORDS REQUESTED

Identify or describe the record you are requesting. Be as specific as possible.

ADDITIONAL INFORMATION

Are you requesting records for a commercial purpose? _____ Yes _____ No

"Commercial purpose" means 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. **IT IS UNLAWFUL TO OBTAIN A PUBLIC RECORD FOR A COMMERCIAL PURPOSE WITHOUT DISCLOSING THAT IT IS FOR A COMMERCIAL PURPOSE.**

Are you requesting your own records? _____ Yes _____ No

Are you requesting a fee waiver? _____ Yes _____ No

Generally, a response to your request will be made within 5 working days of receipt of your request. If a longer response time is necessary, requesters will be notified as required by the Freedom of Information Act.