FOIA REQUEST

Name and Address of Public Body Receiving Request

City of Pittsfield
Ann Moffit
City Clerk/FOIA Officer
215 N Monroe Street
Pittsfield, IL 62363
217-285-4484
amoffit@pittsfieldil.org

Date Requested:_____

Request Submitted By:____E-mail_____U.S. Mail_____Fax_____In Person

Name of Requester:_____

Street Address:_____

City/State/County Zip (required):_____

Telephone (Optional):_____E-mail (Optional):_____

Records Requested: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

_____

_____

_____

Do you want copies of the documents? YES ☐ NO ☐
--Do you want Electronic Copies or Paper Copies?_____
--If you want Electronic Copies, in what format?_____

Is this request for a Commercial Purpose? YES ☐ 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)).

Are you requesting a fee waiver? YES ☐ NO ☐
(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).