



Town of Meggett

Harry V. "Buster" Herrington III

Mayor

Stephanie Smith, Administrator
Andy Gowder, Town Attorney

Tommy Butler, Mayor Pro Tem
Tom Hutto, Council Member
Keith McCarty, Council Member
Angela Watts, Council Member

Town of Meggett FOIA Request Form

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Name and Address of Public Body Receiving Request:

Date Requested:

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester:

Street Address:

City/State/County Zip (required):

Telephone:

E-mail (Optional):

Fax (Optional):

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies or Paper Copies?

--If you want Electronic Copies, in what format?

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.*

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)).

Are you requesting a fee waiver? YES or 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)).

Signature _____ **Date** _____

NOTE: 15 working days begins from the date this FOIA request is received at our office. You will receive a response to your request within 15 working days. Working days exclude Saturdays, Sundays and legal public holidays.

Town of Meggett: FOIA Fees

B/W Copies - \$0.25 each first 20 copies, 21-50 copies \$0.25 each and \$5.00 fee, 50 qty after 50 units, \$0.25 each and \$5.00 per additional 50 units (rounded down).

Color Copies - \$0.45 each

Research and Locating Documents - \$15.00 per hour

Digital Copy of records on disk or tape - \$15.00 each

Copies of maps, photos and plats – \$25.00 each plus Town’s expenses

Bound or reproduction copies – **APPLICABLE FEE PLUS REPRODUCTION COST**

FOR STAFF USE ONLY:

Date Received: _____ Invoice Total Cost: _____
15 Working Days (from date received): _____ Fee Paid: _____
Date Processed: _____ Zoning Officer: _____
Requestor Notified: Yes / No (circle one) Date Notified: _____