

# CITY OF EFFINGHAM

201 E. Jefferson Ave., Effingham, IL 62401

City Hall Phone: (217) 342-5300 Fax: (217) 342-5356 Email: foia@ci.effingham.il.us

## FREEDOM OF INFORMATION REQUEST

### To Be Completed by Requester

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I, the undersigned, do hereby request to  examine and/or  copy (check appropriate blank) those records maintained by the City of Effingham which pertain to:

(Please specify department and records sought.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the fees set forth in the "Schedule of Duplication" which is set forth on the reverse side of this form. At my request, copies may be mailed to me via certified mail at \$5.75 for the first ounce and \$.20 per each additional ounce. I also understand that all fees must be prepaid.

I do  do not  want the copies mailed to me at the above-listed address.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

The City of Effingham will respond to the above request within seven (5) working days from the date of receipt unless one or more of the seven (7) reasons for an extension of time provided for in Section 3(d) of the Act are invoked by the City.

### To Be Completed by Office

Date Request Received \_\_\_\_\_

Cost: Copies: \_\_\_\_\_

Certification: \_\_\_\_\_

Certified Mail: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Date Records either Personally Given \_\_\_\_\_ or Mailed \_\_\_\_\_

Denied /Reason Why \_\_\_\_\_

Deferred/Reason Why \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS  
GENERAL**

**(All Departments Except As Otherwise Listed Below)**

Copying	Per page (after the first 50 pages)	\$0.15
Certification	Per document	\$1.00
Audit Report	Per document	\$25.00
Comprehensive Plan	Per document	\$20.00

**BUILDING OFFICIAL'S OFFICE**

Zoning Ordinance	Per document	\$7.50
------------------	--------------	--------

**ENGINEERING DEPARTMENT**

Large Copies	Color	\$1.25 / Sq. Ft.
	B & W	\$1.00 / Sq. Ft.
Large Prints	Color	\$1.25 / Sq. Ft.
	B & W	\$1.00 / Sq. Ft.
Scanning – any size	To 3.5 disc	\$1.00 + \$1.00 per sheet or .50 per lineal ft.
Scanning – any size	To CDR or CDRW	\$2.00 + \$1.00 per sheet or .50 per lineal ft.
8 ½ x 11 copies or prints	Color	\$0.25 per sheet
	B&W	\$.15 per sheet
Blueline copies	Roll stock	\$.50 per lineal foot (36" or 42" wide)
	Cut sheets (24" x 36")	\$1.00 per sheet
Electronic copies (.pdf)		\$5.00 first sheet
		\$5.00 all additional sheets (\$10.00 maximum charge)

**POLICE DEPARTMENT**

Accident Report	Per document	\$ 5.00
Incident Report	Per document (after the first 50 pages)	\$ 0.15
Cassette Tape/CD	Per cassette tape	Actual cost of reproduction
Photograph (35mm)	Per photo	Actual cost of reproduction
Photo CD	Per CD	Actual cost of reproduction
Digital photo	Per photo	Actual cost of reproduction
Video tape/DVD	Per video tape	