



# FREEDOM OF INFORMATION ACT REQUEST FORM

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281.7144 x 104

**TO: Freedom of Information Officer, City of Columbia  
208 S. Rapp Avenue, P.O. Box 467, Columbia, Illinois 62236-0467**

**(Please Print)**

**Requester Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
No. Street City State Zip Code

**Phone #:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Describe below the public records that you are requesting. To expedite the search, be as specific as possible. If known, include date(s) of requested records.**

The records above are requested for:  Inspection  Copy

**Standard black and white photocopies will be provided at no charge for the first fifty (50) pages. Requester will be charged 15 cents per page beyond fifty.**

Is this request being made for commercial purpose?  Yes  No

**Note:** "Commercial purpose" means the use of any part of a public record or any information derived from a public record for sale, resale, or solicitation or advertisement for sales or services. It is a violation of the Freedom of Information Act to knowingly obtain information for a commercial purpose without disclosing that intent to the City of Columbia. Each request for a public record or category of public records made in violation of this requirement (whether made as part of a single or multiple written requests) shall be subject to a fine and such other penalties allowed by law.

The City of Columbia will respond to this request within five (5) business days. If responding to the request requires an extension of time up to five (5) additional days, the requester will be sent notice in writing. Commercial requests will receive a response within twenty-one (21) business days.

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail or deliver to:** Douglas Brimm, 208 S. Rapp Avenue, P.O. Box 467, Columbia, IL 62236-0467  
Facsimile: (618) 281-5477, e-mail: dbrimm@columbiaillinois.com

Kelly Mathews, 208 S. Rapp Avenue, P.O. Box 467, Columbia, IL 62236-0467  
Facsimile: (618) 281-5477, e-mail: kmathews@columbiaillinois.com

**For Police Requests:** Chief of Police Jason Donjon, FOIA Officer, 1020 N. Main St, Columbia, IL 62236  
Facsimile: (618) 281-6644, e-mail: FOIA@columbiaillinois.com

**Office Use Only**  
Request received by: \_\_\_\_\_ Date: \_\_\_\_\_ Date Due: \_\_\_\_\_ FOIA #: \_\_\_\_\_  
Inspection: Pickup Mail E-Mail (circle) Documents made available on: \_\_\_\_\_ Fees collected: \$ \_\_\_\_\_  
Certification: \_\_\_\_\_ Received by: \_\_\_\_\_ Entered into file on: \_\_\_\_\_  
Reason for denial: \_\_\_\_\_ Date of response: \_\_\_\_\_  
Attach a copy of all written responses for file. Name and title of officer issuing the denial: \_\_\_\_\_