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Freedom of Information Act (FOIA)  
Request for Public Records Form

Date: \_\_\_\_\_

To: Jerry Barton Freedom of Information Officer

I hereby request to  inspect copy\*  the following records:  
*(Please describe requested records as specifically as possible, attaching additional page if necessary.)*

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

\* Copies – 8½ x 11 or 8½ x 14, Black and White, First 50 pages Free. Additional pages \$0.15 per side. Other types of records with set fees, Actual cost. Certification \$1.00 per record, plus copy cost. Mailing costs, Actual cost. Commercial Records Request, Actual cost to retrieve and transport offsite records and \$10/hr. spent searching for requested records after first 8 hours. Other fees/costs as may be provided for under future amendments to the Illinois FOIA.

Is this request for a commercial purpose? Yes  No

Are you requesting a waiver or reduction of copying fees? Yes  No

If yes, what is the purpose of this request? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Requester's (Printed) Name

\_\_\_\_\_  
Requester's Address

\_\_\_\_\_  
Requester's Signature

\_\_\_\_\_  
Requester's Phone Number

\_\_\_\_\_  
E-Mail Address

**DO NOT WRITE IN THIS SPACE**  
\_\_\_\_\_  
**DATE RECEIVED BY AGENCY**

**NEDSRA FOIA Officer:**  
**Jerry Barton CTRS**  
**EXECUTIVE DIRECTOR**  
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[jbarton@nedsra.org](mailto:jbarton@nedsra.org)