Macon County Health Department

REQUEST FOR PUBLIC RECORD

Requests must be made in writing. Requests may be submitted by mail, email or personal delivery.

Submit requests to:
Kathy Wade   Phone: (217) 423-6988
FOI Officer
1221 E. Condit St.   Email: kwade@maconcountyhealth.org
Decatur, IL 62521

REQUESTER’S CONTACT INFORMATION

____________________________________________________________________________________
Last Name   First Name   Middle Initial   Date of Birth
____________________________________________________________________________________
Address   City   State   ZIP   Phone No.
____________________________________________________________________________________
Email

RECORDS REQUESTED

Identify or describe the record you are requesting. Be as specific as possible.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

ADDITIONAL INFORMATION

Are you requesting records for a commercial purpose? _______ Yes _______ No

“Commercial purpose” means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. IT IS UNLAWFUL TO OBTAIN A PUBLIC RECORD FOR A COMMERCIAL PURPOSE WITHOUT DISCLOSING THAT IT IS FOR A COMMERCIAL PURPOSE.

Are you requesting your own records? _____ Yes _____ No

Are you requesting a fee waiver? _____ Yes _____ No

Generally, a response to your request will be made within 5 working days of receipt of your request. If a longer response time is necessary, requesters will be notified as required by the Freedom of Information Act.

Rev. August 2016