

Menard County Soil and Water Conservation District FOIA Document/Records Request Form

Please use this form to submit your request under the Freedom of Information Act. We request that you include a daytime telephone number so that we can contact you if we need to clarify your request.

Requester Identification Data

Name:	Date of Request:	
Title:		
Organization:		
Address:		
City:	State:	Zip Code:
Daytime Phone#:		
Alternate Phone #:		
Request Purpose:(Optional) <input type="checkbox"/> Commercial Use <input type="checkbox"/> News Media <input type="checkbox"/> Educational <input type="checkbox"/> Scientific <input type="checkbox"/> Other		

Documents Requested

Specify the information you are requesting. Please be as detailed as possible and include the time period covered by your request.

Time Period of Documents Requested: From ___ / ___ / ___ to ___ / ___ / ___ , or ALL.

Privacy Act Statement (5 USC 552a)

Collection of this information is authorized by the Privacy Act, 5 USC 552(a). The information will be used to process your FOIA request. The information on this form may be disclosed to third parties in accordance with the provision of 5 USC 552(b). Completion of this form is voluntary; however, failure to provide the information requested may preclude the processing of your FOIA request.

Fee Schedule

- Duplication Charges: No charge for first 50 pages, 15 cents per page in excess of 50.
- Records requested in electronic format: 25 cents per disk.

For Office Use Only:	Request Completed By:	Date Completed:
# of Pages:	# of Disks:	Total Charge:
		Check # _____ or Cash
Data Packet Picked Up or Mailed:	Date of Dissemination:	