Administration Center
1320 Union St.
Morris, IL 60450
815-941-3400

Courthouse
111 East Washington Street
Morris, IL 60450
815-941-9024

REQUEST FOR INFORMATION

Filed Under the Freedom of Information Act (FOIA)

County Department/Office _____

Date Received _____

Requestor's Name _____

Address _____

Telephone Number _____

RECORD REQUEST (please be specific)

In the space below, please describe the public records you are requesting. In order to expedite the search for the records; please be as specific as possible. *The department/elected official will respond to this request within five (5) working days of request.*

Is this request for commercial purposes? ☐ Yes ☐ No

Indicate Inspection/Copy of records: ☐ Inspection ☐ Copy

FOIA Copy Fees (5ILCS 140 Copy Fees) - $0.15 per page after first 50 pages of black and white paper copies on letter or legal paper, fees for the actual cost of color or abnormal sized copies may be charged

_____
Signature of Requestor

FOR OFFICE USE ONLY

Date Responded/Notified Requestor _____ Initials _____

Records Available _____

Copies Made ____Yes____ No How Many _____

Fee _____ Paid _____Yes _____No

Commercial Purpose _____ Yes _____ No

Adopted by County Board Resolution: 10-003 January 12, 2010

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