



# Freedom of Information Act (FOIA) Request

## for County Board/Administration Department Records

Including Animal Services, Building Maintenance, Finance, Highway, Human Resources, Information Technology, Purchasing, Planning & Zoning, Riverbluff Nursing Home, Supervisor of Assessments, Veterans Memorial Hall

### Instructions

As noted on the County's [FOIA page](#), requests for information from County elected official's departments must be submitted to the respective elected office or its departments in control of the records being requested. For a directory of officials and departments, visit <http://wincoil.us/departments/>.

This form is provided to facilitate requests for information for electronic or printed submission to [BoardOffice@WinCoil.us](mailto:BoardOffice@WinCoil.us) or FOIA Officer, Board Office 404 Elm St, Rm 533, Rockford, IL 61108. Requests are fulfilled in accordance with the Illinois Freedom of Information Act, 5 ILCS 140.

### Contact Information

Requester's Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

5 ILCS 140.3.1(c) **requires** that requesters disclose information requests as 'commercial' if information will be used in whole or part for sale, resale, solicitation, or advertisement of sales or services. Requests for personal use or by the news media, not-for-profit organizations, or scientific and academic institutions are not considered commercial information requests.

- Yes, this information may be used in whole or part for the sale, resale, solicitation, or advertisement of sales or services. If yes, company/organization names: \_\_\_\_\_
- No, this information will not be used as described above
- Unsure

### Records Requested

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Administration         | <input type="checkbox"/> Animal Services         | <input type="checkbox"/> Board Office             |
| <input type="checkbox"/> Building Maintenance   | <input type="checkbox"/> Finance                 | <input type="checkbox"/> Highway                  |
| <input type="checkbox"/> Human Resources        | <input type="checkbox"/> Information Technology  | <input type="checkbox"/> Planning & Zoning        |
| <input type="checkbox"/> Purchasing             | <input type="checkbox"/> Riverbluff Nursing Home | <input type="checkbox"/> Supervisor of Assessment |
| <input type="checkbox"/> Veterans Memorial Hall | <input type="checkbox"/> _____                   |   |

Describe the records you wish to receive. The more specific your request is, the more easily we will be able to identify and provide the information you intend to receive.

Questions? Please contact [BoardOffice@wincoil.us](mailto:BoardOffice@wincoil.us) or (815) 319-4225.