

## **Monroe County, Illinois Local Emergency Planning Committee**

### **Dissemination of Information**

In accordance with the State of Illinois Freedom of Information Act (FOIA), the Monroe County Local Emergency Planning Committee (MoCo LEPC) acknowledges that access by all persons to public records of the MoCo LEPC promotes the transparency and accountability of this public body.

In keeping with the FOIA all information prepared and maintained by the MoCo LEPC, and all records in the custody or possession of the MoCo LEPC are presumed to be open to inspection or copying, except those documents explicitly exempted under the Act.

All requests to view or copy records of the MoCo LEPC are to be submitted, in writing, via personal delivery, mail, email, telefax, or other means available to the MoCo LEPC. The request must identify the particular public record or records the requester seeks, the name, address, and phone number of the requester, and e-mail address, if requesting electronic copy. The inspection or copying of multiple records may be submitted in a single request.

The Chairperson, Vice-Chairperson, and Right-To-Know Subcommittee Chairperson are designated as FOIA Officers for the MoCo LEPC.

With regards to hardcopy requests, standard black and white photocopies will be provided at no charge for the first fifty (50) pages. Requestor will be charged fifteen cents (\$0.15) per page beyond fifty (50) pages.

The following page contains the Request Form.

# Monroe County - Local Emergency Planning Committee

Monroe County Courthouse - 100 South Main Street - Waterloo, IL 62298

## Request Form

**TO: Freedom of Information Officer, Monroe County LEPC**  
**Monroe County Courthouse**  
**100 South Main Street**  
**Waterloo, IL 62298**

### Request Information (Please Print or Type)

<b>Request Date:</b>					
<b>Requested By:</b>	<input type="checkbox"/> E-Mail	<input type="checkbox"/> US Mail	<input type="checkbox"/> Fax	<input type="checkbox"/> In Person	<input type="checkbox"/> Other _____
<b>Name:</b>					
<b>Address:</b>					
<b>City</b>		<b>State:</b>		<b>Zip:</b>	
<b>Phone:</b>		<b>E-Mail Address:</b>			

### Description of Public Records being Requested:

*Provide as much specific detail as possible so the public body can identify the information you are seeking. Attach additional pages, if required.*

**The records above are requested for:**  Inspection  Copy

*Note: Standard black and white photocopies will be provided at no charge for the first fifty (50) pages. Requestor will be charged fifteen cents (\$0.15) per page for each page over fifty (50).*

**The purpose of this request is:**  Personal  Commercial

*Note: It is a violation of the Freedom Of Information Act to knowingly obtain information for a commercial purpose without disclosing that intent to the Monroe County Local Emergency Planning Committee if requested to do so by the public body 5 ILCS 140.3.1(c).*

**Are You Requesting a Fee Waiver:**  Yes  No

*Note: If you are requesting the public body waive any fees for copying the documents you must attach a statement of the purpose of the request and whether the principle purpose of the request is to access or disseminate information regarding the health, safety and welfare, or legal rights of the general public (5 ILCS 140/6 9(c)).*