

# **COLLINSVILLE METROPOLITAN EXPOSITION, AUDITORIUM AND OFFICE BUILDING AUTHORITY**

## **REQUEST FOR PUBLIC RECORDS UNDER THE FREEDOM OF INFORMATION ACT**

Procedures: Any person, business, or organization requesting records of the Collinsville Metropolitan Exposition, Auditorium and Office Building Authority, under the Freedom of Information Act, shall make a request in writing by completing this Request for Public Records, or by any other means of a written request, and presenting it to the FOIA Officer, Tracy Robinette, Gateway Center, 1 Gateway Drive, Collinsville, Illinois, during normal business hours of Monday through Friday, 8:30 a.m. to 5 p.m., or by facsimile transmission to 618/343-2870, or by electronic mail to trobinette@gatewaycenter.com.

NAME OF REQUESTER (individual submitting the request): \_\_\_\_\_

REQUEST IS MADE ON BEHALF OF (self, name of business or organization): \_\_\_\_\_

SPECIFIC DESCRIPTION OF RECORDS REQUESTED: \_\_\_\_\_

REQUEST IS MADE: (check one or more)

For a commercial purpose.

To inspect the above described records.

For \_\_\_\_\_ copies of the above described records.

To pick up the copies of the above described records. (*Requester will be notified when records are ready.*)

For the above described records to be provided in electronic format (CD Rom) when available.

To have the copies of the above described records mailed. (*Postage charges apply.*)

To have the above described records sent by facsimile transmission to: \_\_\_\_\_.

To have the above described records sent by electronic mail to: \_\_\_\_\_.

For the above described records to be certified. Certify all. \_\_\_\_\_ Certify only records listed below:

Signature of Requester: \_\_\_\_\_

Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

=====FOR OFFICE USE ONLY=====

DATE RECEIVED: \_\_\_\_\_ DATE RESPONSE DUE: \_\_\_\_\_

RESPONSIBLE DEPT: \_\_\_\_\_ DATE FORWARD: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_ DATE RESPONDED TO: \_\_\_\_\_