

**MACON COUNTY  
STATE'S ATTORNEY'S OFFICE**

**REQUEST FOR PUBLIC RECORD**

Requests must be made in writing. Requests may be submitted by mail, fax, email or personal delivery.

Submit requests to:

Michael B. Baggett  
FOIA Officer  
253 E. Wood St., 4<sup>th</sup> Floor  
Decatur, IL 62523

Fax: (217) 424-1402  
Email: mbaggett@sa-macon-il.us

For official use only
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**REQUESTER'S CONTACT INFORMATION**

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Last Name	First Name	Middle Initial	Date of Birth
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Address	City	State	ZIP	Phone No.
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Email

**RECORDS REQUESTED**

Identify or describe the records you are requesting. Be as specific as possible.

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**ADDITIONAL INFORMATION**

Are you requesting records for a commercial purpose? \_\_\_\_\_ Yes \_\_\_\_\_ No

"Commercial purpose" means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. **IT IS UNLAWFUL TO OBTAIN A PUBLIC RECORD FOR A COMMERCIAL PURPOSE WITHOUT DISCLOSING THAT IT IS FOR A COMMERCIAL PURPOSE.**

Are you requesting your own records? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you requesting a fee waiver? \_\_\_\_\_ Yes \_\_\_\_\_ No

Generally, a response to your request will be made within 5 working days of receipt of your request. If a longer response time is necessary, requesters will be notified as required by the Freedom of Information Act.