

APPENDIX A
REQUEST FOR PUBLIC RECORDS

TO: Melissa A. Kreiter
Chief Deputy/FOIA Officer
County of Tazewell
Department of Community Development
Room 400, McKenzie Building
11 South 4th Street
Pekin, IL 61554
Email: mkreiter@tazewell.com

FROM:

Name

Organization

Address

Phone Number

DESCRIPTION OF REQUESTED RECORD (S): _____

Please indicate if you wish to inspect the above captioned records or wish a copy of them:

☐ *Inspection*

☐ *Copy*

☐ *Both*

X

Signature of Person(s) making request

APPENDIX B
FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS

Type of Duplication

Paper copy from each original document

Per Copy Charge

\$.15 (after first 50 pages)

FOR OFFICE USE ONLY:

Date Received

Date Response Due

Notation re Oral Communication or Other Items: _____
