

**Grayslake Area Public Library District
Freedom of Information Act Request**

All written requests must be submitted to:

Janice Davis, Freedom of Information Officer

In her absence, requests should be submitted to:

Sean Draegert, Freedom of Information Officer

Grayslake Area Public Library District
100 Library Lane
Grayslake, IL 60030

Email requests must be sent to: FOIA@grayslake.info

Requestor's Name (and organization or business name if applicable)

Street Address _____

Phone: _____ Fax: _____ Email: _____

City _____ State _____ Zip _____

Certification requested: Yes No

Description of Records Requested: _____

I would like to (mark one):

Inspect Records in person _____ Receive paper copies of records _____

Receive electronic copies of records (specify format) _____

Is the request for a commercial purpose? Yes _____ No _____

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).