

REQUEST TO INSPECT RECORDS



To: Dr. Kelly D. Stewart Compliance Officer
Benton Consolidated High School
511 East Main Street
Benton, IL 62812

Date Requested: _____

Request submitted by: _____e-mail _____U.S. Mail _____Fax _____In person

Name of Requester (Print or type): _____

Street Address: _____

City/State/County/Zip: _____

Phone Number: _____

Email (Optional): _____

Fax (Optional): _____

Records Requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

I understand that I shall be charged \$.15 per page after the first 50 pages.

Signature of Requesting Individual

Do you want copies of the documents? (circle) Yes No.

How do you want copies? (circle) Electronic Paper

Is this request for a Commercial Purpose? (circle) 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)).

Are you requesting a fee waiver? (circle) Yes No.

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding

Cc: BEA Member referenced in request - _____