



FREEDOM OF INFORMATION REQUEST

\*Note to Requester: This form is designed to provide you with helpful guidance on how to submit a FOIA request to the Metropolitan Airport Authority of Rock Island County, Illinois. You may submit a FOIA request in any written format that you choose.

Submit FOIA Requests to: Metropolitan Airport Authority of Rock Island County, Illinois Attn: FOIA Officer 2200 69th Ave., Suite 100 Moline, IL 61265 Fax: 309-757-1515 E-mail: foia@qcairport.com

Date Requested: Request Submitted by: E-mail Mail Fax In-Person

Name of Requester:

Telephone: E-mail: Fax:

Address:

Records requested: Please provide as much detail as possible to help identify the information you are seeking. Additional pages may be attached if necessary. Please note in accordance with FOIA guidelines, requests will be fulfilled within 5 business days after its receipt or 21 business days for commercial requests.

Multiple horizontal lines for providing details on records requested.

Do you want copies? (choose one): Paper Copies Electronic (if available) or Inspect In-Person

Respond via (choose one): E-mail Mail Pick-Up Fax

Is this request for a commercial purpose? Yes No

\*A "commercial purpose" is defined under the Act as 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. Please be advised that misrepresentation of the purpose of a Request is a violation of the Act. 5 ILCS 140.3.1(c).

Fees: First 50 pages are free (black and white, letter/legal-size), \$.15 per page thereafter. Color, sizes larger than letter/legal, disks, etc. are charged actual costs of reproduction and an estimate will be given prior to reproducing.

Are you requesting a fee waiver? Yes No

\*If you are requesting a waiver of any fees for copying documents, you must attach a statement of the purpose of the request and whether the principal purpose is to access or disseminate information regarding the health, safety, and welfare or legal rights of the public. 5 ILCS 140/6(c).

For Office Use Only: Date Received: Time Received: Received By: