

**FREEDOM OF INFORMATION ACT
REQUEST FOR RECORDS**

Person making request: _____

Address of above: _____

E-mail address: _____

Phone: _____

Date of Request: _____

Due Date of request _____

Describe in detail the public records you are requesting and state whether you wish to inspect and/or copy such records.

The Staff of the McHenry-Lake County Soil & Water Conservation District will respond to the above request within five (5) working days from the above date unless one or more of the seven (7) reasons for an extension of time provided for in Section 3(d) of the Act are invoked by the McHenry-Lake County Soil & Water Conservation District.

SIGNATURE of Person Making Request: _____