

**FREEDOM OF INFORMATION ACT  
WRITTEN REQUEST FOR RECORDS**

Person making request: \_\_\_\_\_

Address of above: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Date of Request: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

The McHenry-Lake County Soil and Water Conservation District is an equal  
opportunity employer/provider.

