

## Method of Request/Fees

- All request shall be directed to the FOIA Officer
- In the absence of the FOIA Officer, please direct the request to the following people, who in turn will contact the FOIA Officer.

Rock Falls Office, Marcia Widolff or Dan Wells

Morrison Office, Lauri Meier

Animal control, Vanessa Scott

- Request shall be in writing , but need not be on any specific form
- Request should be specific about information desired
- Charges: first 50 pages free, then .015/pg for B/W and .25/pg for color
- For electronic format, the cost shall be the actual cost of the media
- The cost of certifying a record is \$1.00