

# NEIU 19

## Right-To-Know Request Form

TO: \_\_\_\_\_ Open Records Officer

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:      E-MAIL      U.S. MAIL      FAX      IN-PERSON

NAME OF REQUESTOR:

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STREET

ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY

(Required): \_\_\_\_\_

TELEPHONE

(Optional): \_\_\_\_\_

### ACCESS TO RECORDS REQUESTED:

*Provide as much specific detail as possible so the IU can identify the information.*

*Please mark as appropriate. If not completed, the NEIU will assume request is for inspection.*

1. **DO YOU WANT TO INSPECT THE RECORDS?** Yes or No (No fee for access, if granted).
2. **DO YOU WANT PAPER COPIES?** Yes or No (If yes, there may be a copy fee).
3. **DO YOU WANT PAPER COPIES MAILED TO YOU?** Yes or No (If yes, there will be a fee for postage).

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**RIGHT-TO-KNOW OFFICER: Robert McTiernan**

*To be completed by the NEIU:*

**DATE RECEIVED BY THE NEIU:** \_\_\_\_\_

**FIVE (5) BUSINESS DAY RESPONSE DUE:** \_\_\_\_\_

*Public bodies may respond to anonymous verbal or written requests. The NEIU will only respond to written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702).*

*Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703).*