



*Conserving Our Land Today For Tomorrow*

4833 Owen Center Road · Rockford, IL 61101-6007  
(815) 965-2392, Ext 3 · [www.winnebagoswcd.org](http://www.winnebagoswcd.org)

## FREEDOM OF INFORMATION ACT

WRITTEN REQUEST FOR RECORDS

DATE OF REQUEST: \_\_\_\_\_

PERSON MAKING REQUEST: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

*This is a request under the Freedom of Information Act.*

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records. Copies may be subject to a fee.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The staff of the Winnebago County Soil and Water Conservation District will respond to the above request within five (5) working days from the above date unless one or more of the reasons for an extension of time provided for in Section a, part 6 (B) of the Act are invoked by the District.

FOIA Officer Contacts:

Primary – Melisa Long, Administrative Coordinator – [mlongswcd@comcast.net](mailto:mlongswcd@comcast.net)

Secondary – Dennis Anthony, Executive Director – [danthonyswcd@comcast.net](mailto:danthonyswcd@comcast.net)

Office Use Only
_____ Signature
_____ Staff Initials
_____ Completed Date