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Note to Requester: This form is designed to provide you with helpful guidance on how to submit a FOIA request to The Urbana Free Library. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.

Request submitted to: FOIA Officers, Celeste Choate and Becky Brown

ATTN: 1 210 Wes	ana Free Library Administration FOIA Officer t Green Street Illinois 61801	Email: <i>administration@urbanafree.org</i> Phone: 217-367-4058 Fax: 217-367-4061	
Request Submitted b	y: □U.S. Mail □Email □Fax [☐ In Person Date requested:	
Name of Requester:			
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seeking. Additional pa	ages may be attached, if necessary.		

Freedom of Information Act Request Form page 2 op
Do you want to receive copies of the documents? \square yes \square no
Do you want to review the documents in The Urbana Free Library's Administrative Office? \square yes \square no
If you want to receive copies of the documents, do you want □ paper copies or □ electronic copies?
The Urbana Free Library's FOIA Officers will provide documents in the electronic format requested, if feasible. If you want electronic copies, please indicate the format in which you would like to receive them:
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