

SAMPLE FOIA REQUEST

***Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request. ***

Name and Address of Public Body Receiving Request: Account Control Technology, Inc.

Date Requested: August 5, 2015

Request Submitted By: ☒ E-mail ☐ U.S. Mail ☐ Fax ☐ In Person

Name of Requester: Karine Kim

Street Address: 21700 Oxnard St. Suite 1400

City/State/County Zip (required): , Woodland Hills, CA 91367

Telephone (Optional): _____ E-mail (Optional): kkim@accountcontrol.com

Fax (Optional): _____

Records Requested: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

For RFP Collection and Collection Litigation Services# 13-0092, we are requesting 1) a copy of the winning proposal by the winning firm, and 2) the score sheet and/or evaluation.

Do you want copies of the documents? YES or NO YES

--Do you want Electronic Copies or Paper Copies? Electronic

--If you want Electronic Copies, in what format? Pdf or Word

Is this request for a Commercial Purpose? YES or NO NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or NO NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).