**Section 1676.APPENDIX A Request for Public Records**

|  |  |  |
| --- | --- | --- |
| TO: Freedom of Information Officer  Civil Service Commission  425½ South Fourth Street  Springfield, Illinois 62701 | FROM: |  |
| Name |
| Address |
| AC / |
| Telephone |

DESCRIPTION OF REQUESTED RECORD(S):

Please indicate if you wish to inspect the records identified above or wish to copy them:

|  |  |  |
| --- | --- | --- |
| Inspect | Copy | Both |

|  |
| --- |
|  |
| FOR OFFICE USE ONLY: |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date Received |  | Date Response Due |