

## How to Make a Freedom of Information Act (FOIA) Request

The following are instructions on how to file a Freedom of Information Act (FOIA) Request with the Collinsville Metropolitan Exposition Auditorium and Office Building Authority (Gateway Center):

1. Please make your request for records in writing. You may submit your written request by mail, fax or e-mail. **Please direct your request to:**

**FOIA Officer – Tracy Robinette**  
**Gateway Center**  
**1 Gateway Drive**  
**Collinsville, IL 62234**  
**Phone: (618) 345-8998**  
**Fax: (618)-343-2870**  
**E-mail: [tgraul@gatewaycenter.com](mailto:tgraul@gatewaycenter.com)**

2. Please be **as specific as possible** when describing the records you are seeking.
3. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a .15-cent-per-page charge.
4. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: “I request a waiver of all fees associated with this request.” In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.
5. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your electronic mail address.

**Gateway Center’s FOIA Officer** will reply within five days.