



**Office of Executive Inspector General**  
**for the Agencies of the Illinois Governor**  
*www.inspectorgeneral.illinois.gov*

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**REQUEST FOR DOCUMENTS OR PHYSICAL OBJECTS**

To:

Agency:

Address:

Date:

Case Number:

RFD Number:

The Office of Executive Inspector General for the Agencies of the Illinois Governor (“OEIG”) is conducting an official investigation. Our investigation involves the collection of information that may be in your possession or control. Pursuant to the authority granted the OEIG under 5 ILCS 430/20-20(2) and Illinois Administrative Code tit. 2, § 1620.300 (2010), we request that you produce the following documents or physical objects in your agency’s custody or control:

[Click here to enter text.](#)

If applicable, we ask that you produce the requested information, separated as indicated by the enumerated points above, on or before: \_\_\_\_\_

Please indicate in writing if a requested document(s) does not exist.

If you believe the release of the above-listed documents or subject matter of this request might violate existing rights or protections under State or federal law, or is personal or confidential in nature, legally privileged or otherwise sensitive, you may seek a determination from the Illinois Executive Ethics Commission (“EEC”) relative to such rights or protections. You may assert any existing rights or protections under State or federal law with respect to the request, and such assertions made in good faith do not constitute failure to cooperate with this investigation.

If, in the judgment of the Executive Inspector General, security concerns demand the removal of documents or physical objects, the Executive Inspector General shall issue a subpoena for the immediate seizure and removal of the evidence. If at the time of seizure, you notify the OEIG of your appeal to the EEC, then the OEIG will hold the evidence under seal pending the decision of the Commission.

Evidence obtained by the OEIG in violation of the governing administrative rule will be inadmissible in any proceeding before the EEC.

If you have any questions, please contact the below OEIG staff member.

Submitted by: \_\_\_\_\_