

VILLAGE OF PECATONICA, ILLINOIS

FREEDOM OF INFORMATION REQUEST FORM

To:
Freedom of Information Officer
The Village of Pecatonica
405 Main Street
P.O. Box 730
Pecatonica, IL 61063-0730
Fax: (815) 239-1060
E-mail: villageclerk@villageofpecatonica.com

Date Requested: _____

Request Submitted by: _____ E-mail _____ U.S. Mail _____ Fax _____ In Person

Name of Requester: _____
(Print Name) (Signature)

Mailing Address: _____

City/State/Zip: _____

Telephone (Optional) _____ Fax (Optional) _____

E-mail (Optional) _____

Records Requested: Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.

Please indicate if you wish to inspect or receive copies of requested records and whether they need to be certified.

Inspect _____ Copy _____ Certified _____

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If you would like to receive copies of the documents:

Do you want paper copies or electronic copies? Paper _____ Electronic _____
Electronic copies will be provided only if feasible.

Is this request for a commercial purpose? Yes _____ No _____

Pursuant to 5 ILCS 140.3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. Each request for a public record or category of public records made in violation of this requirement (whether made as part of a single or multiple written requests) shall be subject to a fine of \$750 and such other penalties allowed by law.

Are you requesting a fee waiver? Yes _____ No _____

If you are requesting a waiver of 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).

FOR OFFICE USE ONLY

For Completion by FOIA Officer:

Date Received: _____ Date Response Time Expires: _____ Filed: _____

Records Made Available: Yes _____ No _____ (Indicate Reason Below)

Copies Made: Yes _____ No _____ How many: _____ - 50 Free Pages = _____ Copies @ .15 Ea = _____

FOIA Officer Signature: _____ Date: _____

The Village will disclose the public records requested on this Request Form within 21 Business Days after the receipt of this Request Form for all requests made for commercial purposes, and within five Business Days for all other requests, unless the applicable response period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefore. The Requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult The Village of Pecatonica Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Coordinator.