FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

WRITTEN REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

Name of person making request: ________________________________

Address of person making request: ________________________________

Telephone number of person making request: ________________________________

Email address of person making request: ________________________________

Date of request: ________________________________

Is request for commercial purposes? Yes / No

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purposes without disclosing that it is for a commercial purpose.)

There is no charge for the first 50 pages, black and white, letter or legal size. Additional pages billed at $.15 per page. (All charges in accordance with state statute).

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified. If you wish to receive the records in a specific electronic format, please describe.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The Village of Cherry Valley will respond to the above request within five (5) working days from the above date unless one or more of the seven (7) reasons for an extension of time provided for in Section 3(e) of the Act are invoked by the Village.

________________________________________________________________________

Signature of person making request

[ROUTING OF REQUEST – FOR OFFICE USE ONLY]

FOR COMPLETION BY FOIA OFFICER:

Date Received: ________________________________

Date Response time expires: ________________________________

Copy of request & attachments filed: ________________________________

Date Scanned: ________________________________

DEPARTMENT OR OFFICE

Public Works
Village Clerk
Administrator
Police
Other ________________________________

Revised 9/2013