



REQUEST FOR PUBLIC RECORDS

INSTRUCTIONS AND INFORMATION

1. In Section I, describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Please be specific about the documents that you are requesting.

Please indicate in this section whether you wish only to inspect the public records at the Village Hall or if you wish to have them copied and/or certified by checking the appropriate space to the right of each record you describe. By submitting the Request Form, you are agreeing to pay the Village, in advance of receiving copies of any public records, the copying and certification fees set forth below.

- | | |
|--------------------------------|-----------------------------------|
| 1. Copies – 8 ½ x 11: | \$0.25 per side |
| 2. Copies – Color or Oversize: | \$0.30 per side |
| 3. Certification: | \$2.00 /document plus copy costs. |

You further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, you shall pay the actual charges that the Village incurs in connection with such copying services.

2. In Section II, indicate the purposes for which you are requesting the public records identified in Section I.
3. The Village will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for the Requestor to inspect or pick up the copies at the Village Hall and then only upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section V.
4. You must provide the information requested in Section III.
5. You must sign the statement set forth in Section IV.



FREEDOM OF INFORMATION ACT REQUEST FORM

The Village will disclose the public records requested in this Request Form within seven Working Days after the receipt of this Request Form, unless the seven-day 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. A denial may be appealed to the Village President within 14 Working Days after the date of the Notice of Denial. All appeals must be in writing. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*

I. Request for Records

I hereby request the right to inspect or to obtain copies of the following specific public records:

Inspect	Copy	Certify	Public Record(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

II. Purpose of Request

I am requesting access to the public records identified in Section I above for the following purpose:

- Research Personal Information Commercial Use
 News Coverage Other (Please specify below)

III. Identification of Requestor

- Name of Requestor: _____ (DOB if Police Request) _____
- Name of person or organization for whom records are being requested, if not Requestor:

- Address for responses, decisions and communications:
Street Address: _____
City: _____ State: _____ Zip Code: _____
- Phone: _____ Fax: _____ Email: _____

IV. Signature of Requestor

By signing this Request, I acknowledge and represent that I have reviewed and understand the Village of Cary Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

Signature of Requestor

Date

IV. Request for Mail Delivery

I request that the Village mail to me at the address set forth in Section III copies of all public records responsive to this request. I understand that I will be required to, and do hereby agree to, pay the actual cost for such mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the Village Hall because:

Signature of Requestor

For Internal Use

Number of copies at \$0.25 per sheet: _____ cost: _____
 Number of copies at \$0.30 per sheet: _____ cost: _____
 Number of certified copies: _____ cost: _____
 Other charges: _____ cost: _____
 Total Charge: _____

(The Following is to be Completed Upon Receipt of Documents)

I, _____, have received/inspected the above mentioned documents.

Signature: _____ Date: _____

FOR VILLAGE USE ONLY

Action Taken:

- _____ **Request Completed.**
- _____ **Request Extended. Unable to Comply within seven (7) working days due to the following reason(s):**
 - _____ Requested records are kept in another location
 - _____ Request involves large number of records & more time or narrowing of request is required.
 - _____ Requested records cannot be located or require an extensive search.

_____ **Partial Compliance.** Pursuant to Section 104/8 of the Illinois Freedom of Information Act, certain material contained within the original request has been deleted or omitted because the material was found to be exempt as per state statute.

- _____ **Request Denied.** Reasons for denial:
 - _____ The request is too broad and needs to be narrowed.
 - _____ The record(s) requested are specifically exempted under the following provision(s) of the Illinois Freedom of Information Act:

APPEAL: Pursuant to the Freedom of Information Act, you have the right to appeal this denial. Such appeal should be made by sending written notice to the Mayor of the Village of Cary within seven (7) working days from receipt of your appeal, the Mayor must review your appeal and make a decision to either reaffirm the denial or to allow disclosure.

Person Responsible for Decision regarding request:

Name and Title: _____ Date: _____

Routed To:	Building	Finance	Police	Public Works	Administration
Initials					
Date Received					
Records Provided Yes or No					
Date of Response					