

VILLAGE OF KANEVILE
ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)
REQUEST FOR PUBLIC RECORDS

This form has been provided to assist individuals who are seeking to obtain public records maintained by the Village of Kaneville as provided by the Illinois FOIA. Please fill out this form completely, being as specific as possible. Remember that the Illinois FOIA does not require the Village to create new documents responding to your request; it requires the Village to produce documents that already exist.

Name: _____ Organization: _____

Address: _____

Phone: _____

If you wish a response by email, indicate your email address: _____

If you wish a response by mail, indicate your address: _____

Is This Request for a Commercial Purpose: _____

It is a violation of the Illinois Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if asked to do so by the public body. A commercial purpose means the use of any part of a public record, or information derived from public records, in any form for sale, resale or solicitation or advertisement for sales or services.

There is no fee for the first 50 pages of black and white, letter or legal size copies. The fee for black and white, letter or legal sized copies after 50 pages will be \$0.15 per page. The fee for color or irregular sized copies will be the actual cost to the Village for reproducing the records.

___ I wish to review the records (no charge)

___ I wish to be contacted with a cost estimate if the costs exceed \$20.00

___ I wish to have the records copied regardless of the cost

Records Sought:

Signature of Requestor

Date

For Office Use only:

Date Received: _____ Date Due: _____ Date Fulfilled: _____