



Village of Sun River Terrace

7267 East Chicago Street

Sun River Terrace, IL 60964

Phone: 815.937.1200

Fax: 815.937.9930

Website: www.sunriverterrace.com

Freedom of Information Act (FOIA) Request Form

Requester Information

- First and Last Name:
- Address:
- Phone Number:
- Email Address:

Request Details

- Date of Request:
- Preferred Method of Response:
 - ☐ Email
 - ☐ Mail
 - ☐ In-Person Pickup
- Are you requesting records 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 a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

I request _____ copies of these records and I understand that the first 50 pages of copies will be free of charge and thereafter I will pay .15¢ per page for any copies. Actual costs of copying will be charged for Maps and other similar documents. All such charges must be paid for in advance.

*Mandisa Rucker, Mayor; Katina Hankins, Clerk; Juell Bey, Deputy Clerk; Myrtle A. Radford, Treasurer
Trustees: Eloise Edwards; Patricia Johnson; April Minniefield; Dorothy Riley; Jammie Shell; Tomika Talley*



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Description of Requested Records

Please provide a detailed description of the records you are requesting. Include any relevant information such as dates, titles, subjects, or any other details that would help identify the records. For example: "I am requesting copies of all meeting minutes from the Village Board meetings held between January 1, 2024, and December 31, 2024."

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Acknowledgment

By signing below, I acknowledge that I understand the Village of Sun River Terrace's policies regarding FOIA requests and that all information provided is accurate to the best of my knowledge.

Signature:

Date:

Submission Instructions:

- Email: Send the completed form to katina.hankins@sunriverterrace.com
- Mail: Send the completed form to:
7267 E. Chicago St.
Sun River Terrace, IL 60964
- Fax: Fax the completed form to (815) 937-9930.

Note: Under the Illinois FOIA, public bodies are generally required to respond to requests within five business days. If the request is for commercial purposes, the response time may extend to 21 business days. For more information on the Illinois FOIA, you can visit the [Illinois Attorney General's website](#).

*Mandisa Rucker, Mayor; Katina Hankins, Clerk; Joel Bey, Deputy Clerk; Myrtle A. Radford, Treasurer
Trustees: Eloise Edwards; Patricia Johnson; April Minniefield; Dorothy Riley; Jammie Shell; Tomika Talley*