

Village of Chadwick, Illinois
FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Requestor's Name: _____ Organization: _____

Address: _____

Phone Number: _____

I hereby request to inspect the following records: List specific records sought to be inspected
(FOIA does not require the Village to create new documents when responding to your request; it requires the Village to produce documents that already exist).

Signature if individual making request. _____

Is this request for a Commercial Purpose (please circle): **Yes / No**

Requested Method of Response: email: _____

Fax: _____

Copies to be removed from office (please circle): **Yes / No** Documents to be reviewed in house: **Yes / No**

For office use only

The records so requested have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act.

Except for the following records. _____

Reason access was denied to the above listed records (List names and titles of all persons authorizing denial and specify exact section of the Illinois FOIA which applies:

Signature, Title, and Department of employee reviewing records: _____

Of records requested, copies were provided of the following: _____

The records so requested were presented to such individual for inspection at:

Time: _____ on the date _____ day of Month _____ Year _____

Signature, Title, and Department of employee presenting records for inspection:

Fee collected _____
(\$.10/page after first 50 pages)