

VILLAGE OF GLENCOE

REQUEST FOR PUBLIC RECORDS
OFFICIAL REQUEST FORM

INSTRUCTIONS AND INFORMATION

- a. In Section 1, describe the public records that you wish to inspect or to have copied or certified. Please be precise about what records you seek. You may use a separate sheet if necessary.

Indicate whether you request only to inspect the public records at the Village Hall or whether you also request to have the public records copied or certified by checking the appropriate spaces.

- b. By submitting this Request Form, you are agreeing to pay to the Village, in advance of receiving copies of any public records, the copying and certification fees set forth in Section 2.

The fees set forth in Section 2 may be waived or reduced by the Freedom of Information Officer on determination and proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a fee waiver or reduction, you must complete and sign the statement set forth in Subsection 2.B.

- c. In Section 3, indicate the purposes for which you are requesting the public records identified in Section 1. You must provide the information in this Section.

- d. The Village will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for you 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 4.

- e. You must provide the information requested in Section 5.

- f. You must sign the statement set forth in Section 6.

The Village will disclose the public records requested on this Request Form within 21 Business Days after the receipt of this Request Form for all requests made for commercial purposes, and within five Business Days for all other requests, unless the applicable response 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 therefor. The Village will not be responsible for any Request that is not received by the Village due to error or delays beyond the reasonable control of the Village. The Requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult the Village of Glencoe Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Officer.

Request Form

To: Freedom of Information Officer
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

1. Request for Records

I request the following public records of the Village:

Records Requested	<u>inspect</u>	<u>copy</u>	<u>certify</u>
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—

2. Agreement to Pay Fees

A. Unless I have requested and received a waiver under Subsection B of this Section, I will pay the following fees for the public records copied or certified at my request:

- 1. Copies – 8½ x 11 or 8½ x 14, Black and White
 - First 50 pages Free
 - Additional pages \$ 0.15 per side
- 2. Copies – 11 x 17, Black and White \$ 0.25 per side
- 3. Color Copies – 8½ x 11, 8½ x 14, or 11 x 17 \$.0.25 per side
- 4. Electronic Copies
 - Compact Disk (80 min) \$1.00 each
 - Audio Cassette (60 min) \$1.50 each
 - Video Cassette (2 hrs/SP) \$3.00 each
- 5. Certification \$1.00 per record, plus copy cost
- 6. Mailing Cost of Postage

I agree that I will pay the actual charges that the Village incurs in connection with the copying services, and that the fees stated in items 1 through 6 above will not apply, if: (i) the Village must use an outside vendor to copy a public record that is not 8½ x 11, 8½ x 14, or 11 x 17, Black and White; or (ii) the requested records are of a type not listed above. I further agree that the fees stated in items 1 through 6 above will not apply if the fee for the requested records is otherwise

Request Form

fixed by statute. If the requested records are produced on an electronic medium, I agree to pay the actual cost of purchasing the medium.

- B. I request a waiver of the fees set forth in Subsection A above, and in support of my request I hereby certify that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

3. Purpose of Request

Please check Yes or No for each of the following questions:

	<u>Yes</u>	<u>No</u>
A. I am requesting the public records identified in Section 1 above to use the records, or the information derived therein, for sale, resale, solicitation, or advertisement for sales or services.	___	___
B. I am, or represent, news media or a non-profit, scientific or academic organization.	___	___
C. The principal purpose of this Request for Public Records is to access and disseminate information concerning news and current or passing events.	___	___
D. The principal purpose of this Request for Public Records is for articles of opinion or features of interest to the public.	___	___
E. The principal purpose of this Request for Public Records is academic, scientific, or public research or education.	___	___

Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. Each request for a public record or category of public records made in violation of this requirement (whether made as part of a single or multiple written requests) shall be subject to a fine of \$750 and such other penalties allowed by law.

4. Request for Mail Delivery

___ I request that the Village mail copies of the requested public records to me at the address set forth in Section 5 below. I hereby agree to pay the actual postage for 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:

___ I do not request mail delivery of any of the requested public records.

5. Requestor

A. Name of Requestor: _____

B. Name of person for whom records are being requested (if not Requestor):

C. Address for Responses, Decisions, and Communications:

D. Telephone Numbers of Requestor:

Day: _____

Evening: _____

E. E-mail: _____

6. Signature of Requestor

By signing this Request, I acknowledge and represent that I have reviewed, and that I understand, the Village of Glencoe 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

FOR EMPLOYEE USE ONLY

Date Request Received:

_____, 20____

Time Request Received:

Method Received:

Personal delivery during Business Hours

Personal delivery after Business Hours

Mail delivery during Business Hours

Mail delivery after Business Hours

Electronic delivery by _____

Village employee receiving request (if not Freedom of Information Officer):

Name: _____

Title: _____

Date Forwarded to Freedom of Information Officer (if applicable):

_____, 20____

Date Request Due:

_____, 20____

Date Request Completed:

_____, 20____

By: _____

Title: _____
