

Village of Hanover, Jo Daviess Couty, Illinois

REQUEST FOR PUBLIC RECORDS

Under the Illinois Freedom of Information Act (FOIA)

****Note to Requester:** Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request. ******

Name of Requester: _____

Street Address: _____

City/State/County/Zip (required): _____

Telephone (Optional): _____ Fax (Optional) _____

E-Mail (Optional): _____

Records Requested: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if needed.*

Do you want copies of the documents? Yes No
 Electronic (in what format? _____) OR Paper

Is this request for a Commercial Purpose? Yes No

(It is a violation of 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)).

Are you requesting a fee waiver: Yes No

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6 (c)).

*Please complete the form & mail (P.O. Box 12A, Hanover, fax (815-591-2020), email (villagehall@villageofhanover.com) (Hanover Police Dept email: hanoverpolice@villageofhanover.com) or hand deliver (207 Jefferson St.) To submit this form electronically you must save it to your computer, digitally sign it & email to the above address.

*Copy fees: Black/White, letter/legal size, first 50 pages free, any add'l. pages will be \$0.15/page. Color or abnormal size copies will be charged the actual cost of copying.

*Other fees may apply for the actual cost of reproducing records but shall not include personnel costs.

Signature of Requester: _____ Date: _____

FOR OFFICE USE ONLY:

Date Request Received: _____ Date Response Due: _____

Responses are due 5 business days after receipt of the request unless the time is properly extended under Section 3(e) of the Act (5 ILCS 140/3) Responses to request for records to be used for a commercial purpose are due within 21 working days after receipt as defined in Section 3/1 of the Act (5 ILCS 140/3.1)

Request submitted by: _____ E-Mail _____ US Mail _____ Fax _____ In Person

FOIA Officer responsible for request: _____

Date Response sent: _____

Are the requested records exempt under FOIA and therefore the request denied?

_____ Yes _____ No

Description of records provided: _____

Fees that apply (if applicable): _____

Date Fee payment received: _____ Amount \$ _____

_____ Cash _____ Check # _____

Amount of Staff time spent responding to this request: _____