

FOIA REQUEST FROM for the VILLAGE OF WATERMAN

Name of Requester : _____

Address : _____
Street City State Zip Code

Phone : _____ FAX : _____

E-Mail : _____

** 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. **

Records Requested: *Please provide as much specific detail as possible so the Village of Waterman can identify the information that you are seeking. Please attach additional pages, if necessary.*

Is this request for a Commercial Purpose? 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)).

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)).

FEES: The FOIA statute sets out a specific schedule for copying fees. For black and white, letter or legal sized copies, the first 50 pages are free, and the charges for additional pages may not exceed 15 cents per page. For color or abnormal sized copies, the municipality may charge the actual cost of copying. Charges for electronic copies are limited to the actual cost of the recording medium (tape, CD, disk, etc.).

for office used only

Request Submitted by : *In Person* *US Mail* *FAX* *E-mail*

Request Received By : _____
Name Date Time

Day, Date Due : _____

Under Illinois statutes, time limits are computed by excluding the first day and including the last day; unless the last day is Saturday, Sunday or a statutory holiday, in which case the last day is also excluded. If the day following the Saturday, Sunday or a holiday is also a Saturday, Sunday or holiday, then that following day is also excluded. 5 ILCS 70/1.11.