

# VILLAGE OF GILBERTS

## REQUEST FOR PUBLIC RECORDS

### **Section I Request for Records**

Describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Indicate whether you wish only to inspect the public records at the Municipality Office or to have the public records copied or certified by checking the appropriate box to the right of each record described.

### **Section II Agreement to Pay Fees**

By submitting this Request Form, you are agreeing to pay to the Municipality, in advance of receiving copies of any public records, the copying and certification fees set forth in Section II below. The fees set forth in Section II may be waived or reduced by the FOIA Officer only upon 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 waiver or reduction, you must complete and separately sign the statement set forth in Section B of Section II.

### **Section III Purpose of Request**

Indicate the purposes for which you are requesting the public records identified in Section I.

### **Section IV Request for Mail Delivery**

The Municipality will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for the Requestor to inspect or pick up the copies at the Municipality Office 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 IV.

### **Section V Identification of Requestor**

You must provide the information requested in Section V.

### **Section VI Signature of Requestor**

You must sign the statement set forth in Section VI.

The Municipality will disclose the public records requested on this Request Form within five working days after the receipt of this Request Form (or 21 days for a Commercial Purpose Request), unless the time 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 therefore. A denial may be appealed to the Public Access Counselor within 60 working days after the date of the Notice of Denial. 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 Municipality FOIA Policy, which is available from the FOIA Officer.

To: FOIA Officer, Village of Gilberts, 87 Galligan Road, Gilberts, Illinois 60136

**Section I. Request for Records**

I hereby request the right to inspect, or to obtain copies or certified copies of, the following public records of the Municipality:

Records Requested:

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Records requested as (circle one)    Inspect    Copied    Certified Copies    Electronic

**Section II. Agreement to Pay Fees**

A. Unless a waiver is requested and approved pursuant to Section B of this Section, I agree to pay the following fees for all public records copied or certified at my request

1. Copies: Letter or Legal	\$.15 per side
2. Copies -color or oversize	Actual cost of reproduction.
3. Certification	\$1.00 per document plus copy cost.
4. Recording media	Actual cost of media (i.e. computer media, disks, tapes, or other media).
5. Statutory Fees	Rate authorized by statute.
6. Mailing	Actual cost of postage

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor, except for Requests for commercial purposes. I further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, I will pay the actual charges that the Municipality incurs in connection with such copying services.

B. I request a waiver of the fees set forth in Section A of this Section, and, in support of such request, I certify and represent that I will gain no significant personal or commercial benefit from the records 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:

Signature of Waiver Requestor \_\_\_\_\_

**Section III. Purpose of Request**

I am requesting access to the public records identified in Section I for the following purpose:

Noncommercial Purpose                       Commercial Purpose

A "commercial purpose" is defined under the Act as the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. Please be advised that misrepresentation of the purpose of a Request is a violation of the Act.

**Section IV. Request for Mail Delivery**

I request that the Municipality mail to me at the address set forth in Section V below copies of all public records responsive to this request. I understand that I will be required to, and do hereby agree to, pay the actual postage for such mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the Municipality Office because:

\_\_\_\_\_  
Signature of Requestor \_\_\_\_\_

**Section V. Identification of 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 Number(s) of Requestor: Day/Evening: \_\_\_\_\_

E. Email Address of Requestor \_\_\_\_\_

**Section VI. Signature of Requestor**

By signing this Request, I acknowledge and represent that I have reviewed and understand the Municipality's FOIA Policy and that all of the information provided in support of this request is true and accurate.

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR MUNICIPALITY USE ONLY**

Received by the Municipality: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Response Due: \_\_\_\_\_  
(Five working days after day of receipt or 21 working days for commercial purpose)

Method of Delivery:  Personal Delivery  Email  Mail/Courier/Fax  Other

Municipality employee receiving request:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_