Village of
Long Creek

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FREEDOM OF INFORMATION REQUEST

DATE: _____

REQUESTOR'S NAME: _____

REQUEST SUBMITTED BY: EMAIL MAIL FAX/PHONE IN PERSON

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 ILLCS 140.31(c)).

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RECORDS SOUGHT (Be Specific):

_____

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REQUESTERS SIGNATURE: _____

Please note: The first 50 pages requested are free, $0.15 per copy after 50 pages. All responses to a request for public record will be within five business days after its receipt. For voluminous requests the time for response may be extended for an additional five business days.

OFFICAL USE ONLY:

RESPONSE DATE: _____

RECORDS MADE AVAILABLE: ☐ EMAIL MAIL FAX/PHONE IN PERSON

REQUEST DENIED, AND REASON: ☐ _____

_____

_____

COPIES MADE: YES NO

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OTHER ATTACHMENTS: _____

Office Hours:
Mon., Tue. Fri. 8:00 a.m. – 12:00 p.m.
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