

VILLAGE OF RANTOUL
OFFICIAL REQUEST FOR PUBLIC RECORDS
UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT

Upon Receipt,
Date Stamp Here

Requestor Information:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE(S): _____

Please describe below the public records you are requesting. To expedite the search, please be as specific as possible. If known, please also include date(s) of requested records.

The above records are requested for: Inspection Copy Certification

(Black and white photocopies will be provided at no charge for the first fifty (50) pages. Requestor will be charged 15¢ per page beyond fifty. Certification is \$1 per document.)

Is this request being made for a commercial purpose? Yes No

NOTE: "Commercial purpose" means the use of any part of a public record or any information derived from a public record in any form for sale, resale, or solicitation or advertisement for sales or services. It is a violation of the Freedom of Information Act to knowingly obtain information for a commercial purpose without disclosing that intent to the Village.

The Village of Rantoul will respond to this request within five (5) business days. If responding to the request requires an extension of time of up to five (5) additional business days, the requestor will be sent notice in writing. Commercial requests will receive a response within twenty-one (21) business days.

(Requestor Signature) (Date)

Mail or Deliver to: Mike Graham, FOIA Officer, 333 S. Tanner St., Rantoul, IL 61866
Facsimile: (217) 892-5501 Email: mpgraham@village.rantoul.il.us

FOR OFFICE USE ONLY

Request Received By: _____ Date: _____

Document(s) made available on: _____ Inspection Pickup U.S. Mail (circle)

Fees Collected: \$ _____ /Copies \$ _____ /Certification \$ _____ /Other

COMPLETE BELOW IF ACCESS TO ANY RECORD(S) IS DENIED

Reason for Denial (cite FOIA exemption): _____

Name/Title of Person Authorizing Denial: _____

Date of Response: _____ Attach copy of all written responses for file.

REVIEWED BY: _____ ENTERED INTO FILE ON: _____