



Village of Manito

A Welcoming Community Since 1878

109 N Broadway St. PO Box 618 Manito, IL 61546

309-968-7080 ♦ manitoclerk1@gmail.com ♦ www.villageofmanito.com

FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

Date of Request: _____

REQUESTER INFORMATION

Name: _____

Organization (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Email Address: _____

Preferred Method of Response:

☐ Email

☐ U.S. Mail

☐ In-Person Pickup

☐ Inspection of Records Only

RECORDS REQUESTED

Please describe the public records being requested. Be as specific as possible, including dates, departments, subjects, addresses, names, or other identifying information.

If additional space is needed, attach additional pages.

FORMAT REQUESTED

Please indicate how you would like to receive the records:

- ☐ Electronic Copies (preferred when available)
- ☐ Paper Copies
- ☐ Inspect Records Only

COMMERCIAL PURPOSE

Is this request being made for a commercial purpose as defined by 5 ILCS 140/2(c-10)?

- ☐ Yes
- ☐ No

If yes, please provide a brief explanation:

REQUEST FOR FEE WAIVER (OPTIONAL)

I request that any applicable copying fees be waived because disclosure of the requested information is in the public interest and not primarily for my personal or commercial benefit.

- ☐ Yes
- ☐ No

If yes, please explain:

CERTIFICATION

I certify that the information provided in this request is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

FOR VILLAGE USE ONLY

Date Received: _____

Received By: _____

Request Number: _____

Response Due Date: _____

☐ Granted

☐ Partially Granted

☐ Denied

☐ Referred to Another Agency

Date Responded: _____

FOIA Officer: _____

Notes:

FOIA OFFICER CONTACT INFORMATION

Village of Manito
Attn: FOIA Officer
109 N. Broadway Street/PO Box 618
Manito, Illinois 61546

Phone: (309) 968-7080

Email: manitoclerk1@gmail.com

IMPORTANT NOTICE

Under Illinois law, the Village generally has five (5) business days to respond to a FOIA request, although certain requests may qualify for an extension as permitted by law.

Electronic FOIA requests submitted by email must contain the request within the body of the email. The Village is not required to open attachments or hyperlinks to access a FOIA request.

Submission of this form is not required to make a FOIA request; however, use of this form may assist the Village in processing your request efficiently.