

**CITY OF CHRISMAN  
OFFICIAL REQUEST FOR PUBLIC RECORDS  
UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT**

Requestor information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Please describe below the public records you are requesting. To expedite your request, please be as specific as possible. Please include date (s) of requested records if possible.

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The above records are requested for:   ☐ Inspection   ☐ Copy   ☐ Certification

(Standard 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 City.

The City of Chrisman 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 requester 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                      Gerald Houtt, Freedom of Information Officer  
222 W Madison, Chrisman, IL 61924  
Email: cityofchrisman@gmail.com

Police requests:                      Tom Dolan, Police Freedom of Information Officer,  
222 W Madison, Chrisman, IL 61924  
Email: chrismanpd10@gmail.com

Date received \_\_\_\_\_

Documents made available on \_\_\_\_\_    Inspection    Pickup    Mail