

REQUEST FOR PUBLIC RECORDS UNDER FREEDOM OF INFORMATION ACT (FOIA)

Submit to: Karen Winger, FOIA Officer
Village of Williamsville
141 W. Main St.
Williamsville, IL 62693
Fax – 217-566-2105 – email kwinger@williamsville.illinois.gov

Date of Request: _____

Submitted by: _____ email _____ U.S. Mail _____ Fax _____ in person

Name: _____

Address: _____

City, State, Zip: _____

Phone number: _____ email: _____

Requested records: (Please provide as much detail as possible, use additional page(s) as needed.)

Is this request for a Commercial Purpose? _____ Yes _____ No

It is a violation of the FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if it is requested to do so by the public body. 5ILCS 140/3.1©

I wish to _____ inspect _____ copy the records. Standard black/white copies will be no charge for the first 50 pages. Requested records over 50 pages will be 15 cents per page.

Signature

Office use only

Date received: _____ Received by: _____

Date to comply by: _____ Complied by: _____

Date & Time Complied: _____

Denied by: _____ Reason Denied: _____

Unless otherwise notified, your request for Public Records will be complied by within 5 working days after receipt.