

**VILLAGE OF HUNTLEY
REQUEST FOR PUBLIC RECORDS
INSTRUCTIONS AND INFORMATION**

Please describe in detail the public records that you wish to inspect, have copied, copied and certified and/or e-mailed. Use a separate sheet if necessary. Please be very specific about the documents that you are requesting. Please indicate whether you wish to inspect the public records at the Village Hall or if you wish to have them copied, certified or e-mailed by checking the appropriate space. Please indicate if the request is for a commercial purpose. The request form must be signed by Requester.

By submitting this Request Form, you are agreeing to pay to the Village, for receipt of copies of any public records as fees set forth below.

CHARGES:

- First 50 letter/legal pages (black & white copies): Free
- Over 50 letter/legal pages: \$0.10 per page
- Color and oversized copies shall be charged the actual cost of the reproduction
- Certification: \$1.00 per document, plus copy costs
- Actual Postage Cost
- If request includes reproduction on electronic media, the actual cost of this media.
- You further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, you shall pay the actual charges that the Village incurs in connection with such copying services.

The Village will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for the Requestor to inspect or pick up the copies at the Village Hall and then only upon advance payment of the actual cost of postage.

The Village will disclose the public records requested on this Request Form within five Business Days after the receipt of this Request (non-commercial requests only), unless the five (5) day period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefore. A denial may be appealed to the Public Access Counselor, 500 S. Second St., Springfield, Il 62705; 217-558-0486 within 60 Business Days after the date of the Notice of Denial. All appeals must be in writing. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult the Village of Huntley Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Officer.

VILLAGE OF HUNTLEY
FREEDOM OF INFORMATION ACT REQUEST

Name of Requester: _____

Name of person/organization for which records are being requested (if other than Requester)

Contact Information for Responses, Decisions, and Communications:

Address _____

Telephone: _____

E-Mail Address: _____

Request for Records:

I hereby request the right to inspect, or to obtain copies, or certified copies of the following public records of the Village: (Please identify the documents or information as specifically as possible.)

Please indicate the manner in which you wish to obtain the above mentioned records.

_____INSPECT _____COPY _____CERTIFIED COPY _____ E-MAIL RESPONSE

Please indicate if the request for public records is for a commercial purpose: ____YES ____NO
(C-10, "Commercial purpose" means the use of any part of a public record or records, or information derived from public records in any form for sale, resale or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit scientific or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.)

CHARGES FOR DOCUMENTS: First 50 letter/legal, black & white pages are free. For additional charges, please see reverse side.

Signature of Requester: _____

Date Request Submitted: _____

Charges:

Unless fees are otherwise fixed by statute, waived or reduced pursuant to Subsection V (C) of the Village of Huntley Freedom of Information Act Compliance Packet, each Requestor shall pay the following fees for copying, certification, and mailing of public records:

1. First 50 letter/legal (black & white)-- Free
2. Over 50 letter/legal --\$0.10 per page
3. Color and oversized copies shall be charged the actual cost of the reproduction
4. Certification --\$1.00 per document plus copy cost
5. Mailing --Actual cost of Postage
6. If request includes reproduction on electronic media, the actual cost of this media

FOR OFFICE USE ONLY

Staff Member Receiving Request _____

Date Received: _____

Response Due: _____

(Five (5) business days after day of receipt for non-commercial requests only)

COMMENTS/STATUS:

Payment Received: \$_____

Date Finalized: _____

Village of Huntley FOIA Officers:

- Rita McMahon, FOIA Officer – Village Clerk’s Office
Phone: 847-515-5261 / E-Mail: rmcmahon@huntley.il.us
- Denise Wills, FOIA Officer – Police Department
Phone: 847-515-5314 / E-Mail: dwills@huntley.il.us
- Rita McMahon, FOIA Officer - Police Pension
Phone : 847-515-5261 /E-mail : rmcmahon@huntley.il.us