



VILLAGE OF RICHMOND
REQUEST FOR PUBLIC RECORDS
PURSUANT TO THE FREEDOM OF INFORMATION ACT

Requestor's Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Public records requested (be specific):

Four horizontal lines for listing requested public records.

Please indicate how you would prefer to receive the requested records:

NOTE: There is no charge for the first 50 pages of black and white letter or legal sized copies. There is a \$0.15 charge for each additional page thereafter. There is no charge to inspect records only. Certification is \$1.00 per document. All fee payable in advance.

Mail: _____ Email: _____ Fax: _____ Pick-up: _____ Inspection Only: _____ Certified Copy: _____

Please indicate the purpose of your request: Non-Commercial (Personal): _____ Commercial: _____

Non-commercial purpose requests will be processed within 5 business days, unless an extension has been arranged.

It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140/3.1(c). If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c). Additionally, 21 business days, are allowed by statute, to process commercial requests.

FOIA requests must be in writing and are accepted in person, mail or email. FOIA requests pertaining to Police matters should be directed to the Police FOIA Officer, all other FOIA requests should be directed to the Village Clerk.

Requestor's Signature: _____

-For Office Use Only-

Request received by: _____ Date response received: _____

Date Approved: _____ Date Denied: _____

Date response due: _____ Extension Requested: Yes _____ No _____ Extension due date: _____

Date response provided: _____ Response sent by: Mail _____ Email _____ Fax _____ Pick-up _____

Pick-up _____ Inspection _____

Copying fees (no charge for first 50 letter or legal sized pages)

\$ _____ \$0.15 per page over 50 pages

\$ _____ Additional fees for oversized pages, color copies, electronic reproduction. Total fees due \$ _____