



OFFICE USE ONLY  
Date Received Stamp

## REQUEST FOR PUBLIC RECORDS

Requestor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Requested Record: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate if the requested records are for a **commercial purpose**: Yes \_\_\_ No \_\_\_

Please indicate if you wish to inspect the above-captioned records (mark all that apply) or would like copies<sup>1</sup> and if the documents must be certified.

Inspection    B/W Copy (\$.15/side/page)    Color Copy (\$.50/side/page)    Electronic (if available)    Certified (\$1.00)

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TO BE COMPLETED BY VILLAGE:

Response Due Date: \_\_\_\_\_

Request Received by (Employee/Department):	Date:	Request Forwarded to (Employee/Department):	Date:

Please indicated if the requested information was approved or denied:      Approved \_\_\_ Denied \_\_\_

SUMMARY OF RESPONSE (*attach all correspondence and copies*):

\_\_\_\_\_

\_\_\_\_\_

Name and title of responding employee: \_\_\_\_\_

Date returned to FOIA Officer: \_\_\_\_\_      Date of response by FOIA Officer: \_\_\_\_\_

Manner of response: \_\_\_\_\_      Receipt acknowledged (If Certified): \_\_\_\_\_

<sup>1</sup>The Village of Machesney Park complies with all State laws regarding copyrights, provision of records, and copying costs.