

VILLAGE OF OAKWOOD

FOIA OFFICER: Ron Soderstrom

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****Note to Requester: Retain a copy of this request for your files. If you eventually need to file a request for review with the Public Access Counselor, you will need to submit a copy of your FOIA request****

Name and Address of Public Body receiving request: _____

Date requested: _____

Request submitted by: _____ Email _____ US Mail _____ Fax _____ In Person

Name of Requester _____

Street Address _____

City/State/County/Zip(required) _____

Telephone _____ Email _____

Fax _____

Records Requested: provide specific detail so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

Do you want copies of the documents? YES NO (circle or check)

(The agency can charge for the time it takes to search for records and for duplication of those records. If an agency estimates that the total fees for processing your request will exceed \$25, it will notify you in writing of the estimate and offer you an opportunity to narrow your request in order to reduce the fees. If you agree to pay fees for a records search, you may be required to pay such fees even if the search does not locate any releasable records.)

Is this request for a Commercial Purpose? YES NO (circle or check)

(Its 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).

Are you requesting a fee waiver? YES NO (circle or check)

(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).