

Village of Bartonville Freedom of Information Request Form

The Village of Bartonville Clerk provides this form as convenience; however use of this form is not required by the Illinois Freedom of Information Act (FOIA). If one is not able to be accessed online, you may obtain this form at the office of the Village Clerk, 5912 S. Adams Street, Bartonville, IL. 61607 during business hours.

FOIA requests may be submitted in writing, by mail, FAX, or in person to one of the FOIA Officers listed.

Deputy Clerk R. Barnard

Village of Bartonville
5912 S. Adams Street
Bartonville, IL. 61607
(309)633-2056

FOIA requests can be made by fax or email 24 hours a day.

Please see second page for fees and other important information.

Requestor's Name _____
Date of Request _____ Telephone Number _____
Street Address _____ City/State/Zip _____

Information Requested

How would you like to receive the record sought? Pick-up Mail E-Mail FAX

Please provide instructions for delivery: _____

Do you request that one or more records be notarized? No Yes (Please list below)

Is this request for a Commercial Purpose? Yes or No

If yes please list the name of the entity: _____

(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. 5ILCS140.3.1(c)).

Are you requesting a fee waiver? Yes or No

(If you are requesting that the public body waive any fees for copying 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 health, safety, and welfare or the legal rights of the general public. 5ILCS 140/6)).

Date received _____ Time Received _____

If information is available and approved it will be ready on or before: _____ (This date is 5 working days not including weekends or holidays)

Approved:

- () The documents requested are enclosed.
- () The documents will be made available within 5 days.
- () You may inspect the records at _____ on the date of _____

Denied:

- () The request creates an undue burden on the public body in accordance with Section 3 (f) of the FOIA, and we are unable to negotiate a more reasonable request.
- () The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:

FOIA Officer(s) that determined request to be denied: _____

- () Request delayed, for the following reason (in accordance with 3 (d) of the FOIA): _____
You will be notified by the date of _____ as to the action taken on your request.

The information required by this form is MANDATORY in order to comply with the FOIA. Failure to so provide may result in this form not being processed.

FOIA Officer

Date of Reply

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Fees

FEES ALLOWED UNDER SECTION 6 OF THE FREEDOM OF INFORMATION ACT (5ILCS 140/6): a requester asking for a copy of a record maintained in an electronic format may be charged for the actual cost of purchasing the recording medium.

The Village of Bartonville may charge fees reasonably calculated to reimburse its actual cost for reproducing and certifying public records and for the use, by any person(s), of its equipment to copy records. These fees are as follows:

1. Black and White Copies, Letter or Legal Sized Copies

No fees will be charged for the first fifty (50) pages of black and white, letter or legal sized copies requested, and no fee for black and white, letter or legal sized copies shall exceed 15 cents per page.

The Village of Bartonville will charge .25 per page past the first fifty (50) pages.

2. Color Copies and/or Copies in sizes other than letter or legal

The Village of Bartonville will not charge more than its actual cost for reproducing any copies of records in color. These costs are imposed according to a standard scale of fees as follows:

Color Copies: Cost shall not exceed \$1.00 per page

Non Letter/Legal Copies Cost shall not exceed \$1.00 per page

3. Cost of Using Village of Bartonville Equipment to Copy/Review Records

These costs are imposed according to a standard scale of fees as follows:

Copy Machine Cost shall not exceed 0-50 per page

Audio Tape Equipment: Cost shall not exceed \$5.00

Video Tape Equipment: Cost shall not exceed \$10.00

4. Certified Records

The cost for certifying a record shall not exceed \$1.00
