

Village of Pecatonica
Attention: Village Clerk's Office
405 Main St.
Pecatonica, IL 61063
Phone: (815) 239-2310 * Fax: (815) 239-1060

Request for Public Records under the "Freedom of Information Act"

I hereby request permission to gain access to the following records: (Describe in detail the public records you are requesting)

(Attach Additional Sheets of Paper, if necessary)

Check which of the following apply:

_____ I will inspect these records at the Village Hall. I realize that personal access is available only by appointment and only between the hours of 9:30 AM and 4:00 PM, Monday through Friday, excepting Legal Holidays.

_____ I request copies of the foregoing records, in their original form, and if the records are capable of being photocopied, I agree to pay in advance for said copies at the rate of twenty-five cents (\$0.25) for each letter or legal sized page, or in an amount equal to the actual cost of reproduction for all other items. I further agree to retrieve said photocopies from the Village Hall, during normal business hours, or I will make payment for postage or other delivery charges, if I wish these delivered to me.

_____ I request certification of the following documents. I agree to pay \$1.00 for each document certified, which is an addition to the cost per page.

Please note, the Village will make every effort to notify you of the availability of the records you requested within seven working days of the Village's receipt of this request.

If we are unable to fulfill your request for a copy of a record because we cannot make such a copy in the Village Hall, we will inform you as to the expense and likely time needed to have such a request processed.

If we are unable to fulfill your request for a specific record because of its lack of existence, or the request is of such a nature that it qualifies as exempt material, we will also inform you of that fact within seven working days.

I hereby certify that I am not making this FOIA Request to violate personal privacy, nor to further any commercial enterprise nor to disrupt the duly-undertaken work of the Office of the Village Clerk independent of the fulfillment of any of the rights stated in the Illinois Freedom of Information Act of the people to access to information.

Print Name: _____ Company: _____

Signature: _____ Date Submitted: _____

Address: _____ Phone: _____

City/State/Zip: _____

Office Use Only: Date Request Received: _____	Received by: _____
Records: () mailed on _____	Approved by: _____
() picked up on _____	Date: _____
() viewed on _____	