



VILLAGE OF DOWNERS GROVE REQUEST FOR RECORDS (FOIA)

Date Received: _____
Time: _____
Received by: _____
FOIA # _____

NAME _____ DATE _____

PHONE _____ FAX _____ EMAIL _____

ADDRESS _____ CITY _____
STATE _____ ZIP _____

Please describe, as specifically as possible, the record(s) or document (s) sought:

Dates of records/documents:

Please state the department or Board or Commission from which records are sought:

Is this request to be used for commercial purposes? YES NO
Do you wish to **VIEW** or **RECEIVE** the documents? *(Check one)*

I would like to **RECEIVE** the documents in the following manner:
In Person Via Email U.S. Mail

I hereby certify and affirm that the above information is true and correct. I have read and understand the Village of Downers Grove policies and procedures governing disclosure of public information including, but not limited to, my rights to appeal denials and time limits thereof.

SIGNATURE of Requester _____

Office Use Only

Referred to: _____ Response due by: _____ Extension Required? Yes No
Type of Extension Statutory Mutual Due date after extension: _____

Type of Response: Approval Partial Approval No Records Denial PAC approved denial

Notes: _____

Date of response: _____

Freedom of Information Request Procedures

PROCEDURES

The Freedom of Information Act, 5 ILCS 140/3 et seq., is the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person. Exceptions are provided to insure the confidentiality of certain types of sensitive public records.

Persons desiring to inspect or receive copies of Village records must submit a request in writing or may complete a **REQUEST FOR PUBLIC RECORDS** form (form FOIA-09.1-Request) as provided by the Village.

Forms will be available in the reception areas of the Village Hall, Public Works Department, Police Department, Fire Station No. 2, and on-line at www.downers.us. In addition, forms may be requested and submitted via e-mail to foia@downers.us or by fax (630) 434-5571.

All requests for records must be received during normal business hours of the general administrative offices of the Village. (Monday through Friday between the hours of 8:00 am and 5:00 pm., excluding holidays) Requests submitted electronically after normal business hours will be considered received by the Village on the next business day.

Upon receipt of a General Request, the Village will respond within five working days of the date of request.

FEES:

Standard copies of records : No fee.

Color copies of records: \$.10 per page

Maps, photographs, CD's, DVD's, etc. : Actual cost of reproduction.

APPEALS:

Appeals must be submitted to the Public Access Counselor:

Public Access Bureau
Office of the Attorney General
500 S. 2nd Street
Springfield, Illinois 62706
(217) 558-0486
publicaccess@atg.state.il.us