

Date/Time Received:  
Response Due by:  
Received by:  
FOIA #



# VILLAGE OF DOWNERS GROVE

NAME \_\_\_\_\_ DATE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Describe as specifically as possible the record(s) or document(s) sought.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of record(s) or document(s):

\_\_\_\_\_

Is request to be used for Commercial purposes?     Yes     No

Department, Board, or Commission from which records are sought:

\_\_\_\_\_

How do you wish to view record(s)     in person     paper copy     email

I hereby certify and affirm that the above information is true and correct and that 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

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### Office Use Only

Referred to: \_\_\_\_\_ Response due by: \_\_\_\_\_ Extension required?  Yes  No  
(Department & Person)

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: \_\_\_\_\_ Date forwarded to Village Clerk to file: \_\_\_\_\_

# 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](http://www.downers.us). In addition, forms may be requested and submitted via e-mail to [foia@downers.us](mailto: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](mailto:publicaccess@atg.state.il.us)