

VILLAGE OF ELK GROVE VILLAGE

Office of the Village Clerk
901 Wellington Avenue
Elk Grove Village, IL 60007
847/357-4040 847/357-4008

(Office Use Only)		Request No. _____		
		Due Date: _____		
Routed To:				
Dir E/CD	Finance	Fire	Health	HR
Police	PW	VMO	Vlg Atty	VCO
Request Received By: _____				

REQUEST FOR PRODUCTION OF RECORDS

Please type or print the information on this form.

DATE: _____

Records Requested (be specific): _____

Check which of the following apply:

_____ I will inspect these records at the Village's office.

_____ I request copies and agree to pay \$0.25 per page (per side) \$0.50 per page for microfilm copies or computer printouts. Anticipated cost in excess of \$10.00 will require a deposit in such amount as deemed appropriate by the Village Clerk.

_____ Certification of documents is an additional \$0.50 per document.

A response to your request will be made within 7 working days of the receipt of this request.

I warrant and represent that the records requested will not be used for purpose of furthering any commercial purpose. _____

Signature of Requestor

NAME OF REQUESTOR (please print)	ADDRESS	PHONE
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**ACTION TAKEN BY THE VILLAGE WITH REGARDS TO THIS REQUEST:**

**COMPLIED WITH REQUEST**

- _____ **Unable to Comply within seven (7) days:**
- _____ Records kept in another location
- _____ Volume of Records/Extensive Search
- _____ Cannot locate/search continues
- _____ May be exempt/need more time
- _____ Need consultation with other entity

**REQUEST DENIED**

- _____ Disclosure prohibited by State/Federal Law
- _____ Disclosure invasion of privacy
- _____ Commercial purpose
- _____ Request too broad, need more information
- _____ Exempt from Act
- _____ No Such Records Exist

Representative of the Village who is responsible for decision relative to this request	Title	Date

No. of copies _____	Copying fee \$ _____	Certification fee \$ _____	Total \$ _____
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**I acknowledge that I have received access to records as requested.**

SIGNATURE

DATE

**APPEAL**

You are hereby notified that you have the right to appeal the decision herein to the Village Manager of the Village of Elk Grove Village who will make a decision to either affirm the denial of disclosure or to allow disclosure within seven (7) working days after notice of an Appeal is filed. Such notice of Appeal must be filed within seven (7) working days of notification of denial. If the decision to deny the request is affirmed by the Village Manager, you have the right to appeal this decision to the Circuit Court of Cook County. **YOUR SIGNATURE BELOW WILL BE DEEMED AN APPEAL.**

SIGNATURE OF REQUESTOR  
Forms_FOIASAMPLE2008

DATE

**Mayor**  
CRAIG B. JOHNSON

**Village Clerk**  
ANN I. WALSH

**Village Manager**  
RAYMOND R. RUMMEL



**Village Trustees**  
NANCY J. CZARNIK  
PATTON L. FEICHTER  
JEFFREY C. FRANKE  
SAMUEL L. LISSNER  
JAMES P. PETRI  
CHRIS PROCHNO

## **FREEDOM OF INFORMATION POLICY VILLAGE OF ELK GROVE VILLAGE**

It is the policy of the Village of Elk Grove Village to fill all requests for public documents in as timely a fashion as possible.

In order to assist and have a record of your request, we ask that all requestors complete a Freedom of Information form available in the Village Clerk's Office.

Requests can be made in-person, by letter, or by fax.

It may take a few days to assemble the documents requested. The maximum time to produce the information, by law, is seven (7) days.

In very rare cases, you will be notified, in writing or by phone, if an extension will be needed.

Copies can be obtained at \$0.25 per page. Microfilm or computer printouts are \$0.50 per page. Certification of documents is \$0.50 per document.

Not all records are in the Village Clerk's Office. If located in other departments your request will be forwarded to that department, who, in turn, will contact you by phone when the information is available.

Some information may be denied. This notification will be in writing. There is an Appeals Process available to you. The Village Clerk will forward your appeal request to the Village Manager for review.

As an alternative, approved Village Board Meeting Minutes, Ordinances and Resolutions are available on the Village Web Site and copies have been filed at the Schaumburg and Elk Grove Village Libraries.

**JUDITH M. KEEGAN, VILLAGE CLERK**

**Ph 847/357-4040, Fax 847/357-4008, Web site: [www.egv.illinois.gov](http://www.egv.illinois.gov)***

Forms/FOIA.Policy

9/10/02  
*Revised 11/18/09

