

The Village of Chebanse
275 S. Oak St. P.O. Box 400
Chebanse, IL 60922

Office (815) 697-2214

Fax (815) 697-2280

Email: clerk@chebanseillinois.org

FOIA REQUEST

Request for Public Records under the Illinois "Freedom of Information Act" (5ILCS 140/1 et seq.)

Date of Request _____

Requestor's Name (Please Print)

I wish to: Inspect Only (No Copies) _____

Mailing Address

Receive copies via fax _____

Receive copies via e-mail _____

City State Zip

**The Village of Chebanse will respond to
This request within five (5) business days
If this request requires an extension, five
(5) additional days will be requested and
sent to you in writing.**

Phone Number

**The Village of Chebanse will respond
to Commercial request within twenty-one
(21) business days.**

Fax Number

E-mail Address (Please Print)

Requestor's Signature

DESCRIPTION OF PUBLIC RECORD Please be as specific as possible in identifying the records you are seeking.

Is the information requested to be used for Solicitation/Commercial Purposes?

_____ Yes _____ No

RESPONSE:

Your request has been approved _____

Your request has been denied _____

Your request has been partially denied _____

Please see the attached letter of explanation _____

FEES:

Less than 25 pages No Charge

_____ pages @.15 ea. _____

_____ oversized _____

Total Due _____

This request has been prepared

Date Received _____

Date Due _____

Extension _____

FOIA Request # _____

By: _____

Date: _____

The Village will respond to all FOIA requests within five working days of its receipt. The Village may give notice of an extension of time to respond which does not exceed an additional 5 working days, or a total of 10 working days from the written request. Such an extension is allowable only if written notice is provided within the original 5 working day time limit and only for the reasons provided in Section 3(d) of the FOIA (5 ILCS 140/3(d)). Such notice of extension shall state the reasons why the extension is necessary.

The Village shall respond to a request for public records in one of the following ways:

- o Approve the request;
- o Approve in part and deny in part;
- o Deny the request;
- o Give notice of an extension

Upon approval of a request for public records, the Village may either provide the materials immediately; give notice that the materials shall be made available upon payment of reproduction costs, or give notice of the time and place for inspection of records.

Appeal of a Denial

A FOIA request which has been denied in whole or part may seek review of the request by judicial review pursuant to Section 11 of the Act, or by submitting a request for review to the Public Access Counselor in the Office of the Attorney General at the address set forth below. Any request for review to the Public Access Counselor must be in writing, signed by the requestor, must include a copy of the request and the response, or responses, which have been received from the village, and must be filed not later than sixty days after the date of the denial.

Public Access Counselor
 Office of the Illinois Attorney General
 Public Access & Opinions Bureau
 500 South Second Street
 Springfield, IL 62706

Fees for FOIA Documents

Department	Document/Material	Fee
Village Clerl.	Paper copies	\$0.15
Village Clerk	CD/DVD	\$1.00
Village Clerk	Certification	\$1.00

All other requests requiring outside duplication shall be charged the actual cost for the duplication.