

Village of Prairie Grove, Illinois



Date Requested: _____

Date Response is Due: _____

Request Submitted By: _____ E-mail _____ U. S. Mail _____ Fax _____ In Person

Requestor's Name: _____

Requestor's Address: _____

Requestor's Telephone #: _____

Requestor's E-mail: _____

Requestor's Fax: _____

Records Requested (Please provide as much detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary): _____

Do you want copies of the documents? _____ yes _____ no

--Do you want Electronic Copies or Paper Copies? _____

--If you want Electronic Copies, in what format? _____

Is this request for a Commercial purpose? _____ yes _____ no

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purposes without disclosing that it for a commercial purpose.)

Are you requesting a fee waiver? _____ yes _____ no

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).

(FOR VILLAGE USE ONLY)

Response from the Village of Prairie Grove:

Records made available: Yes _____ No: _____ Date: _____

Number of Copies Made: _____ Total Amount Due _____

Village Comments: _____

Request Denied: Why: _____

FOIA Officer's Signature: _____