Village of Elk Grove Village
Office of the Village Clerk
901 Wellington Avenue
Elk Grove Village, IL 60007
Ph. 847/357-4042 Fax 847/357-4008

# REQUEST FOR PRODUCTION OF RECORDS

All requests for public records must be made in writing, preferably upon a Village of Elk Grove Freedom of Information Request Form. The Village will accept any legible written request, provided that such written request is clearly stated and contains the name, address and telephone number of the requestor. Requests may be hand-delivered, faxed, mailed or emailed (foia@elkgrove.org).

Requestor Name:_____
(Please Print)

Address:_____

Phone (Day time):_____ Email:_____

Detailed Description of Requested Record(s):

_____

_____

_____

Is this information going to be used for commercial purposes?    Yes ☐        No ☐

In accordance with the law, the Village of Elk Grove Village will respond to all non-commercial requests upon five (5) working days of receipt. Responses to commercial requests will be provided upon twenty-one (21) working days of receipt. (Working day as defined by Village Resolution No. 63-09.)

*I have received access to records requested.*

_____        _____
Signature                                                                                    Date

## ACTION TAKEN BY VILLAGE WITH REGARDS TO THIS REQUEST

☐    Complied with Request

☐    Extension of time is required (Please see the attached letter of explanation)

☐    Sent to Public Access Counselor for review    Date sent: ____/____/____

☐    Partial Compliance (Certain material contained in the original request has been redacted or omitted because the material is exempt from disclosure under the act. Please see the attached letter of explanation)

☐    Request Denied (Please see the attached letter of explanation)

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

First fifty (50) pages of standard black & white copies are provided at no charge.
Black & White copies after first 50 pages    $0.15/page
Audio Tape/Compact Disk/DVD    $5.00/unit
Copy from Microfilm    $1.00/page
Certification    $1.00/document
Accident Reports    $5.00/report

Amount Due $_____