



Request for Public Records Form

Freedom of Information Act

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, the Village of Cary shall make public, all records requested on this form, within five (5) business days after receipt of this form. This form must be returned to the Village of Cary, via mail or electronic delivery, and addressed to the Freedom of Information Act Officer. Extensions, denials or unduly burdensome requests will be issued in writing. Requests for review may be made to the Illinois Attorney General's Office Public Access Counselor. For more information, visit the Illinois Attorney General's Office at www.illinoisattorneygeneral.net.

TYPE OF PUBLIC RECORD REQUEST:

Police Record

Non - Police Record

Police Report Number: _____

Police Report Number: _____

Police Report Number: _____

Police Report Number: _____

If Police Report Number is unknown, please follow the "RECORDS REQUESTED" directions below.

RECORDS REQUESTED: *(Provide as much specific detail as possible so the Village can identify the information that you are seeking. You may attach additional pages, if necessary).*

DATE OF REQUEST :

REQUEST DELIVERY METHOD :

Pick-up

Mail

Other: _____

RECEIVED BY : _____

REQUESTOR INFORMATION: *(print clearly and completely)*

NAME:

DATE OF BIRTH: *(only if this is a request for Police records)*

ADDRESS: *(required)*

CITY, STATE and ZIP CODE : *(required)*

PHONE: *(optional)*

FAX: *(optional)*

E-MAIL ADDRESS: *(optional)*

PURPOSE OF REQUEST:

Personal

News Coverage

Commercial

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the Village of Cary. 5 ILCS 140.3.1(c)).

VILLAGE REQUEST NUMBER: _____

DUE DATE: _____

(to be filled out by Village FOIA Officer only)



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THE FOLLOWING IS TO BE COMPLETED BY VILLAGE STAFF MEMBERS AND RETURNED TO THE VILLAGE
FOIA OFFICER FOR REVIEW AND PROCESSING

FEES: A \$0.15 per 8 1/2" by 11" black & white copy will be assessed, if request exceeds 50 pages. Oversized copies are actual costs. (If you are requesting that the Village of Cary 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 to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Total Copies _____ Fee Assessed _____ Fee Waived _____

ACTION TAKEN: The Village will respond to your request, in writing, within five (5) business days from the day after the Village receives the original request.

REQUEST GRANTED.

REQUEST EXTENDED. Unable to comply within five (5) business days due to the following reason(s):

- _____ The requested information is stored at a different location.
- _____ The request requires the collection of a substantial number of documents.
- _____ The request requires an extensive search.
- _____ The requested records have not been located and require additional effort to find.
- _____ The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA.
- _____ The requested records cannot be produced without unduly burdening the Village of Cary or interfering with its operations.
- _____ The request requires the public body to consult with another public body that has substantial interest in the subject matter of the request..

PARTIAL COMPLIANCE. Certain information contained within the original request has been deleted or omitted because the material was found to be exempt as per state statute.

REQUEST DENIED. Unable to grant request due to the following reason(s):

- _____ The request is too broad and compliance would disrupt the duly undertaken work of the Village.
 - _____ The record(s) requested are specifically exempt under the provisions of the Illinois Freedom of Information Act.
- Exemption cited: 5 ILCS 140/7 _____. A brief explanation is provided below.

APPEAL:

You have a right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General (5 ILCS 140/9.5(a)). If you choose to file a Request for Review with the PAC, you must do so, in writing, within 60 calendar days of the date of the denial (5 ILCS 140/9.5(a)). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court (5 ILCS 140/11).

Completed by: _____ Approved by: _____ Forwarded to FOIA Officer: _____